Taleo – External Applicant

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Last Updated: 8/28/17

We thank you for your interest in job opportunities. Please use these materials to find information to guide you through the application experience.

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Forgot Username

Note: You have the ability to select 'forgot your user name?' on the login screen. Please follow the instructions and provide the necessary information. Your user name will then be displayed on the page.

(1) Click, **'Forgot your user name?'**

(2) Enter your **Email Address**

(3) The following screen will appear – you will need to provide additional information to validate. Once you have entered the additional fields select, '**Validate**'.

Welcome. You are not signed in.

🔎 Job Search

The action cannot be completed.

The system cannot find a unique match. Please provide more information and Validate again or call our customer support hotline at careers@partners.org.

Forgotten User Name

For the system to identify your unique candidate record and retrieve your user name, you must provide some personal information. Fill in the fields below, then click "Validate" to verify if the information matches a unique candidate record. Note that email addresses usually produce the best results.

First Name

Last Name

Middle Name

Street Address

Email Address

Phone Number

Validate   Cancel

(4) Your user name will now display

Welcome. You are not signed in.

🔎 **Job Search**

Username Retrieval Confirmation

You can go back to the login screen to access the application or use the forgot password feature if you don't remember your password.

User Name
keepthorne

Back to login page   Forgot your password?

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Forgot Password

Note: You have the ability to select 'forgot your password?' on the login screen. Please follow the instructions and provide the necessary information. You will then receive an email with how to reset your password.

(1) Click, '**Forgot your password?'**

Welcome. You are not signed in.

🔍 Job Search

Login

To access your account, please identify your create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

Forgot your user name?
Forgot your password? ⬅

Login   New User

(2) Enter your **User Name** and **Email Address**. Select **'OK'**

Welcome. You are not signed in.

🔍 Job Search

Forgot Your Password?

Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at careers@partners.org.

Mandatory fields are marked with an asterisk.

*User Name

*Email Address

OK   Cancel

(3) This message will be displayed on the screen

Welcome. You are not signed in.

🔍 Job Search

An email has been sent to you

A message has been sent to you containing instructions on how to change your password. Please check your inbox.

Back to login page

(4) An email will be sent with instructions to reset your password. Follow the link provided.

Forgot Your Password?

Human Resources [hr-stgpartners@invalidemail.com]

Sent: Tue 7/28/2015 8:23 AM

To:

✉ Message | 🖉 this_message_in_html.html (1 KB)

Dear Kendra,

We have received your password change request. This email contains the information that you need to change your password.

Access Code: M4FP_wi#z
Click this link to enter your new password.

Please do not reply to this message. This is a Taleo system generated message and replies to this message are undeliverable.

(5) Enter your **User Name** and **Access Code.** Click, **'Login'**.

Welcome. You are not signed in.

🔍 Job Search

Forgot Password

You received an email in regards to a forgotten password. Please enter the login information as provided in the email.

Mandatory fields are marked with an asterisk.

*User Name

*Access Code

Login

(6) You will then be asked to again enter your Access Code, create a new password and confirm your new password. Click, **'OK'**.

Kendra Copithorne, you are signed in. | My Account Options

🔍 Job Search   My Jobpage

Change Password

This page allows you to change your password.

Mandatory fields are marked with an asterisk.

User Name
kcopithorne

*Access Code

*New Password

*Confirm New Password

OK   Sign Out

(7) You will now be logged into your account.

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General Profile Creation

Note: You may search for jobs without registering or creating a login account. However, a registration and a login account are required before you can apply to a job or create an applicant profile.

Why create a profile?

- Profile data is used as default information when you apply to a job- thereby reducing the amount of information you need to enter.
- Profile data can be used to search more efficiently for jobs
- Recruiters may use profile data to search for candidates who match certain criteria for positions.

(1) Before you can create a general profile, a login must be created, and a new account set up. To do so, you should click **'New User'** on the **Sign In** page. Once the necessary steps to create an account have been completed, you will be able to access your account and set up your profile.

(2) You will be required to indicate agreement with the **Privacy Agreement**, presented prior to proceeding. Click, **'I Accept'.**

(3) To access the **Applicant Profile** page, select the dropdown link next to your user name, located towards the top of the page and click **'Profile'**.
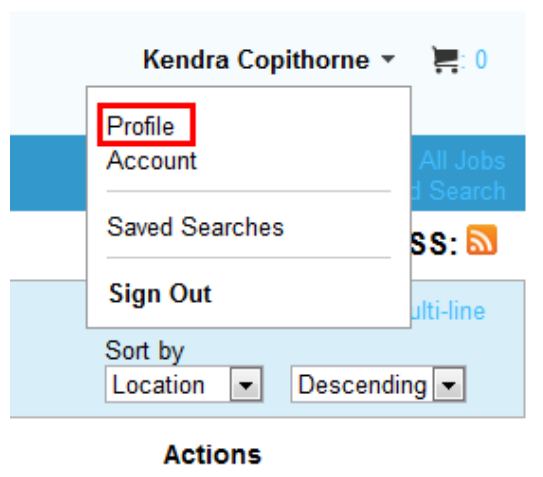
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Note: A flow chart is displayed at the top of each screen which indicates your progress. At any time during the Profile data entry, you may 'Save as Draft'.
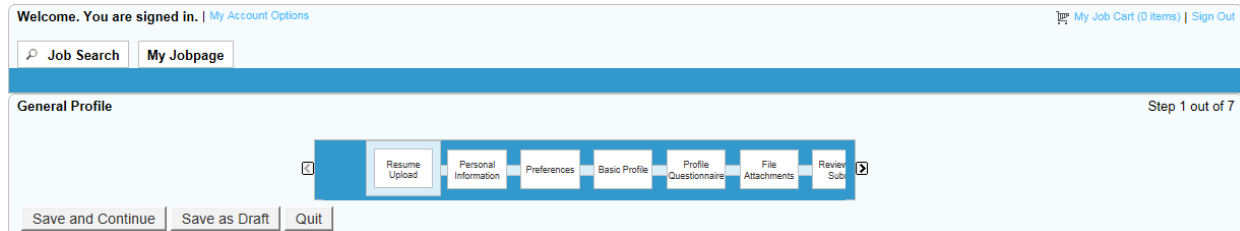
(4) Resume Upload- Add a resume using the following three options:

    I.   Upload a resume from LinkedIn

    II.   Upload a resume from a file

    III.   Complete the resume data using manual entry

Note: Any resume uploaded will be used to pre-populate information into the remaining fields of the profile where applicable. You will be able to upload additional attachments later in the process.

(5) Personal Information- Complete the remaining mandatory fields within the Personal Information page. Mandatory fields will be marked with a red asterisk.

You will also be asked to indicate how you heard about the job opportunities available within our organization.

Mandatory fields are marked with an asterisk. ∗

Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

∗Source Type

Job Board

∗Job Board

Select One...

Personal Information

Please enter all relevant personal information in the fields below.

∗First Name   Middle Name   ∗Last Name

∗Street Address (line 1)

Address (line 2)

∗City   ∗Zip/Postal Code

∗Place of Residence
Country
United States
State/Province
Massachusetts
Region
Not Specified

Nearest Major Metropolitan Area
∗Primary Number
Not Specified

Home Phone Number   Work Phone Number   Cellular Number

∗Email Address

(6) Preferences- The Preferences page allows you to identify your personal preferences in three categories including:

      I.   **Job Field**

      II.   **Location**

      III.   **Organization**

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Note: Preferences are used by Taleo to automatically identify jobs that are of interest to you, and notifications can be turned on so you receive a communication when a posting meets your preferences. Preferences are constantly updating based on the criteria of the jobs you apply to – be sure to periodically check preferences to be sure you are receiving emails based on your current interests.

I. To set a **Job Field** preference, click the '**Job Family**' drop-down list, select a value, and click '**Add to List**'. Once all preferences have been added click '**Save and Continue**'.

II. To set a **Location** preference, select a value for all three drop-down lists, including:

    a) **State/Providence**
    b) **City**
    c) **Work Location**

As a selection is made another drop down will appear to drill down to the work location. Once all location preferences have been added, click **'Save and Continue'**.

III.   To set an **Organization** preference, click the **'Organization'** drop-down list, select a value and click '**Add to List**'. Once all organization references have been added, click '**Save and Continue**'**.**

(7) Basic Profile Information- On the Basic Profile Information page, fill out the additional preferences and attributes about desired jobs.

Job Posting Notifications may be enabled if desired. To enable notifications, select the "**Please select if…**' checkbox. These notifications are emailed to you notifying you of a position that matches information in your profile.

Note: Salary and Advance Notice fields do not factor into the auto matching of jobs and sending of email notifications.

(8) File Attachment- On the File Attachment page, you can attach documents to your profile. Files could include Cover Letters, Certifications, and References. To add a file, click the '**Choose File**' button to search for files and then click '**Click to Attach**'. Once finished, click '**Save and Continue**'.

Note: If a resume was attached in Step 1, it will appear in the search box automatically.

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

Choose File   No file chosen

Comments about the file

Click to Attach

(9) Review and Submit – On the Summary page, review each section of the profile to ensure the information is accurate. If any section requires updating, click the **'Edit'** link in the associated section header. Once all entries have been reviewed, click **'Submit'**, to complete your Applicant Profile creation process.

Submit   Save as Draft   Quit

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information   Edit

The information entered into the Applicant Profile will pre-populate each time you apply for a position, streamlining your application process and taking less time to apply. However, the information populated can be edited on each specific job submission.

Note: You will not be given the option to upload a new resume at the start to pre-populate information once you've initially done so. If you need to update information you will need to do so manually and you have the ability to manage resumes, cover letters, etc. in the attachments section.
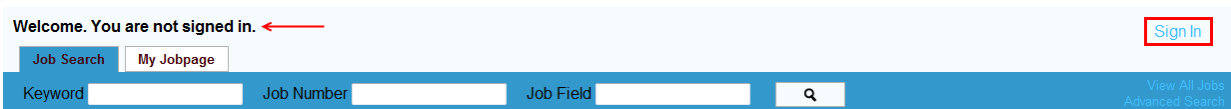
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Job Specific Application

Note: You may search for jobs without registering or creating a login account. However, a registration and a login account are required before you can apply to a job or create an applicant profile.

Before you can apply for a position, a login must be created, and a new account set up. It is also recommended that you set up a **General Profile** as well.

(1) From the external career site click **'Sign In'.**

Welcome. You are not signed in. ←——
Job Search   My Jobpage
Keyword [   ]   Job Number [   ]   Job Field [   ]   🔍   View All Jobs
Advanced Search
Sign In

(2) Either enter your login information and select **'Login'** or select **'New User'** to create an account.

Welcome. You are not signed in.

🔍 Job Search

Login

To access your account, please identify you create an account.

Mandatory fields are marked with an asterisk.

*User Name
[   ]
*Password
[   ]

Forgot your user name?
Forgot your password?

[Login] [New User]

Once you have logged in you are able to apply to positions.

(3) To apply for a desired job, click the **'Apply'** button located to the next of the listing on the **Job Search** page.

Job Title	Recruiting Department	Location	Actions
NURSE, STAFF		NH-Bedford-MGH Bedford	Apply
FINANCIAL ANALYST (306)		NH-Bedford-MGH Bedford	Apply
ADULT GI TECHNICIAN ryals		MA-Walpole-NWH Walpole	Apply
3RD CLASS ENGINEER - ryals		MA-Walpole-NWH Walpole	Apply
SOCIAL WORKER, MSW	NSMC Case Management	MA-Swampscott-NSMC Swampscott	Apply
ELECTRICIAN	MGH Transportation Services	MA-Stoneham-MGH Stoneham	Apply
ELECTRICIAN - CH	MGH Admitting & Registration	MA-Stoneham-MGH Stoneham	Apply

Note: The application process contains a series of steps. For each posting, there will be a flowchart displayed at the top of the screen indicating the steps. You may click 'Save as Draft' to save your application at any point prior to submitting.
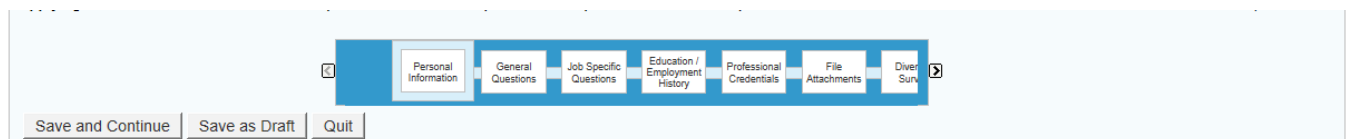
(4) On the **Personal Information** page, fill in any necessary information based on the required fields (marked with a red asterisk). Once all information has been reviewed, click **'Save and Continue'**.

This page includes the Source Tracking, where you must select from the Source Type drop down and then select how you specifically heard about the job.

Note: If a General Profile exists, then Taleo will default any available information contained in the profile. This information can always be updated as needed.

(5) On the **General Questions** page, please answer the questions asked of all individuals who apply for positions. Once all questions have been answered, click '**Save and Continue'**.

General Questions

Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

*1. Are you 18 years or older?
- ● Yes
- ○ No

*2. Are you legally authorized to work in the United States? Verification will be required upon hire.
- ● Yes
- ○ No

*3. If you are currently working or have worked at one of the Partners HealthCare affiliates listed below, please select 'Yes'.

Partners HealthCare
Brigham & Women's Hospital, Brigham and Women's Physicians Organization
Massachusetts General Hospital, Massachusetts General Physicians Organization
MGH Institute of Health Professions
Brigham & Women's Faulkner Hospital
Cooley Dickinson Health Care
Martha's Vineyard Hospital, Windemere Inc.
McLean Hospital
Nantucket Cottage Hospital
Neighborhood Health Plan
Newton-Wellesley Hospital
North Shore Medical Center, North Shore Physicians Group
Partners Community Physicians Organization (formerly PCHI)
Partners HealthCare at Home, Partners Private Care
Spaulding Hospital Boston & Cambridge, Spaulding Hospital Cape Cod, Spaulding Hospital North Shore, Spaulding Nursing & Therapy Centers
Wentworth-Douglass Hospital
- ● Yes
- ○ No

If Yes, use the text box to indicate which affiliate and include the position and dates of employment on your resume/application. This information will be verified.

[text box]

*4. Will you now or in the future require sponsorship for employment visa status? (e.g. H-1B Visa Status or OPT)
- ○ Yes
- ● No

(6) If any **Job Specific Questions** are required, those questions will be presented next. Once all questions have been answered, click **'Save and Continue'**.

Job Specific Questions

Mandatory fields are marked with an asterisk. *
Questionnaire

Please answer the following questions as accurately as possible.

*1. Are you a Licensed Registered Nurse in Massachusetts?
[No Selection ▼]

(7) On the **Education and Employment History** page, fill in any relevant information regarding previous educational and employment experience. Required fields are marked with a red asterisk. Once all education and employment entries have been entered, click **'Save and Continue'**.

Note: If you uploaded your resume, or loaded your resume from LinkedIn, the parsing function should populate the Education and Employment History data. Please review the information that was parsed and make any necessary corrections.

Note: Most fields including Institution, Program, Employer, and Job function have search lists. However free-form text entries are also accepted. You are also able to add additional entries.

Education / Employment History

Mandatory fields are marked with an asterisk.✱
Education

List the educational experiences below, starting with the most relevant education. You must specify 1 education entry.

Education 1

Institution   Program

[   ] Select   [   ] Select

Work Experience

List the work experiences below, starting with the most relevant one. You must specify 1 work experience entry.

Work Experience 1

☐ Current Job
Please indicate if this is your current job.

✱Employer   ✱Job Function

[   ] Select   [   ] Select

If none, type N/A.   If none, type N/A.

(8) On the **Profession Credentials** page, add any current licenses, certificates or registrations that may be applicable to the role. Once all credentials have been added, click **'Save and Continue'**.

Note: If a credential is not included in the selection list, it can be entered as free text.

(9) On the **File Attachment** page, add any additional files such as Cover Letter or references. To add a file, click **'Choose File'** to search for a file and then select a file. Once a file has been selected click **'Click to Attach'**. When finished, click **'Save and Continue'** to proceed.

Note: Files may be removed from the application by checking the 'Relevant Files' box, then 'Delete'.

PARTNERS HEALTHCARE | FOUNDED BY BRIGHAM AND WOMEN'S HOSPITAL AND MASSACHUSETTS GENERAL HOSPITAL

(10) You will be presented with self identification questions.   You may select the option of not wishing to disclose if you do not want to provide this information.

(11) On the **eSignature** page, acknowledge the information within the statement and sign the application by entering your full name. When finished, click **'Save and Continue'**.

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

> The information supplied on this application and/or attached resume is true and complete to the best of my knowledge. I understand and agree that any false information or material omissions of fact may disqualify me from further consideration for employment, or may be considered justification for dismissal if I am hired.
>
> I understand that any offer of employment is contingent upon my ability to comply with United States Citizenship and Immigration Services requirements concerning my identity and right to work in the United States, satisfactory Massachusetts and multi-state criminal background checks and satisfactory responses from my educational and/or employment references. I understand and hereby consent to a pre-employment health screening (if applicable) and understand that any offer of employment is contingent upon satisfactory results of that screening.
>
> I hereby authorize release to Partners HealthCare System or any of its affiliates any or all reference information with respect to my academic and/or employment records including final evaluations and recommendations for future employment.
>
> I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.
>
> In the event that I am employed by Partners HealthCare System or any of its affiliates, I agree to comply with all applicable rules, regulations, directives, policies and procedures. I understand that unless otherwise specified, employment is "at will" and may be terminated by me or the affiliate at any time.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name:

(12) On the Review and Submit page, review all of the information provided on the application. If updates are necessary, click the **'Edit'** link within the associated section header. Once the application is ready for submission, click '**Submit**'.

| ucation / ployment History | Professional Credentials | File Attachments | Diversity Survey | Diversity | eSignature | Review and Submit |

Submit | Save as Draft | Quit

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

When an application is submitted, a confirmation message will be displayed, signifying the completion of the application process.

To return to the homepage, click the **'Job Search'** link.

Note: You can only apply to each job once. However, you are able to update your application after you have applied. To make updates please do so by editing the submission.

You will no longer be able to access or edit a submission when the position closes.

(13) To view submitted job applications click **My Jobpage>My Submissions>View/Edit Submissions** or simply click the '**View/Edit Submission'** from the **Job Search** Page.

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Job Search	My Jobpage

| Keyword | | Job Number | | Job Field | | 🔍 | View All Jobs / Advanced Search |

Job Openings 1 - 25 of 173   RSS: 📶

▼ Organization
Company
☐ Partners HealthCare (65)
☐ McLean Hospital (33)
☐ Massachusetts General Hospital (11)
☐ Brigham & Women's Hospital (9)
☐ Brigham & Women's Faulkner

➕ Save this Search   Multi-line

Sort by
Location ▼   Descending ▼

Job Title	Recruiting Department	Location	Actions
📄 NURSE, STAFF		NH-Bedford-MGH Bedford	View/Edit Submission ☰▾

Note: You can only apply to one job at a time, but are able to add multiple jobs to your cart to come back and apply to.

Apply Online	Add to My Job Cart	🔴 SHARE f 🐦 ✉ …

Job Description

ADMINISTRATIVE ASST., WEEKLY-test - (3000335)
Description

Kendra Copithorne ▾   🛒 0

View All Jobs
Advanced Search

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FAQ #1 – How to find the Job ID# for a Position

1. Log into your Taleo Account

2. Select the **'My Jobpage'** tab. It will default to the **'My Submissions'** tab.

3. Find the position you are inquiring about, the **'Job Number'** will be listed
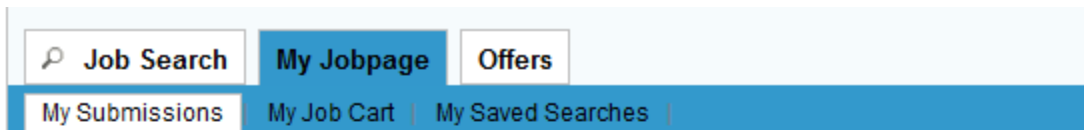
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FAQ #2 – How to View or Edit a Profile or Job Submission

Once you have applied for a position, you do not need to re-apply to make changes. If you need to update personal information or preferences you may do so in your profile. If you need to edit information specific to a job submission you may do so as well.

To Edit or View a Profile:

1. Log into your Taleo Account

2. In the top right hand corner, select the pull down arrow next to your name. (If you do not see your name, you are not logged in)

3. Select **'Profile'**.
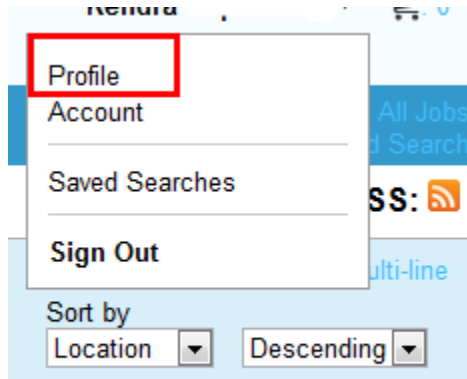
4. If you have completed the profile, you will be brought to the summary page. You have the option to **'Edit'** each sub section, the **'Edit'** option is located next to the following sub sections:
   a. Personal Information
   b. Preferences
   c. Basic Profile
   d. File Attachments
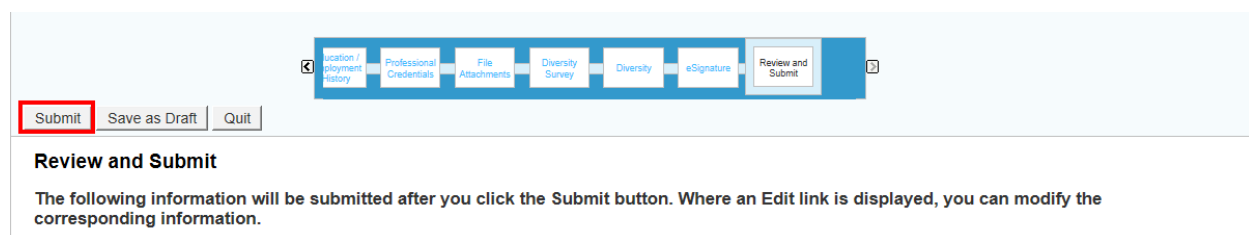
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To Edit or View a Job Submission:

1. Log into your Taleo Account

2. Select the **'My Jobpage'** tab. It will default to the **'My Submissions'** tab.
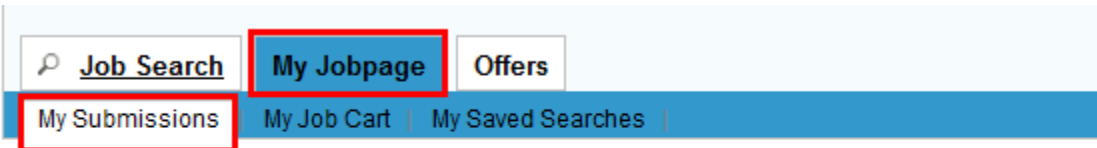
3. Select **'View/Edit Submission'**. (If you do not have this option, that means the position is no longer accepting applications for the job – you will only have the ability to view what you previously submitted)
   a. You also have the option to **'Withdraw'** from your position. You should only withdraw your submission if you no longer want to be considered for that specific job, otherwise edit the information you would like to change/update.

4. You will be brought to the summary page. You have the option to **'Edit'** each sub section, the **'Edit'** option is located next to the following sub sections:

     a. Personal Information
     b. General Questions
     c. Job Specific Questions (Not all jobs have specific questions)
     d. Education/Employment History
     e. Professional Credentials
     f. File Attachments
     g. Diversity Survey (You may not see this sub section depending on the job you applied for)
     h. Diversity

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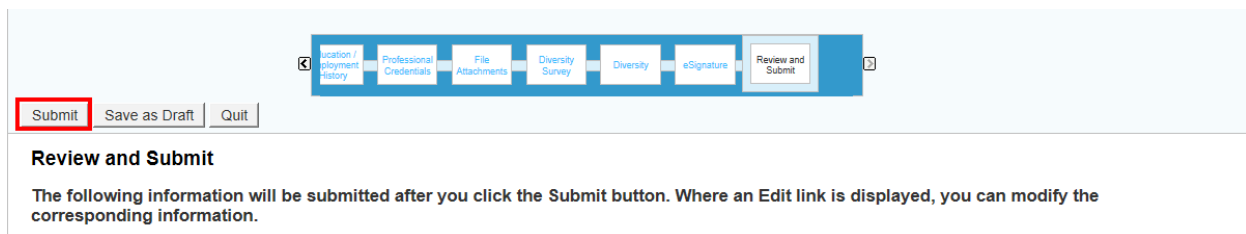
FAQ #3 – How to access your internal Taleo Profile to search/apply for positions as an External applicant upon leaving employment

Once you terminate employment, you will no longer be able to apply as an internal candidate. To ensure that you have access to your application history and are able to use the same account you used (or could have used) as an internal candidate, please update your email address in your internal candidate account prior to your termination. You can do this by logging into PeopleSoft, clicking on the Taleo link and then the Employee Job Search link. Once in Taleo please update your email address with your personal email. After you terminate employment, you can visit the career site and log in using your former employee ID as your logon. You can then request a new password using the 'Forgot Password' functionality and follow the instruction in the email that will be sent to you. If you have any issues, you can email careers@partners.org*.*

Steps you will need to complete to search and apply for jobs:

- Log into your account here: http://www.partners.org/careers/system-job-search.aspx
  - From here you are able to access your 'My Account' options to update personal information such as password and email address. You will not be able to edit your username.
  - From here you are also able to search and apply to all open positions across all Partners HealthCare Affiliates.

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FAQ #4 – How to filter by Organization, Location, Job Field, Job Schedule, Job Shift, or Employee Status

1. On the Career Site you are able to filter jobs by the criteria along the left hand side of the page.

2. Select the check box next to the criteria to narrow down the list of available jobs. The criteria selected will populate above the list of jobs.

3. You are able to remove the criteria selected by un-checking the check box, or by clicking the '**x**' next to the criteria populated above the list of jobs. The full list of available jobs will then be available.

4. If the criteria you are looking for is unavailable, select the '**Show more...**' or '**See all**' links.

Show More:

See All: