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’.

(4) Your user name will now display
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?’

(2) Enter your User Name and Email Address. Select ‘OK’
Taleo – External Applicant

(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]

**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’.
You will then be asked to again enter your Access Code, create a new password and confirm your new password. Click, ‘OK’.

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

(7) You will now be logged into your account.
Taleo – External Applicant

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 ‘Click here to Create a New Account’ 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.
You will be required to indicate agreement with the Privacy Agreement, presented prior to proceeding. Click, ‘I Accept’.

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’.

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’.

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

I. **Job Field**
II. **Location**
III. **Organization**

*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**’.
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.*

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(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.*
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.

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.
Taleo – External Applicant

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’.

(2) Either enter your login information and select ‘Existing Applicant Login’ or select ‘New User’ to create an account.

Once you have logged in you are able to apply to positions.
To apply for a desired job, click the ‘Apply’ button located to the next of the listing on the Job Search page.

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'.**

- 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
- Codman, 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 PCH)
- 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

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.
- Yes
- No

**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**

**Questionnaire**

Please answer the following questions as accurately as possible.

**1. Are you a Licensed Registered Nurse in Massachusetts?**
- No Selection
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**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Job Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If none, type N/A.
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’.

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.

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’.
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’.

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.
(12) 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.

My Submissions (3 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Completed Submissions

[NURSE, STAFF] - Full-time
NH-Bedford-MGH Bedford
Job Number: NUR030002
Job Status: Active (Accepting Job Submissions)
Submission Status: Completed – Updated: Jun 24, 2015
View/Edit Submission | Withdraw

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

Job Description

ADMINISTRATIVE ASST., WEEKLY-test - (3000335)

Description

Kendra Copithorne

View All Jobs
Advanced Search
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

This page displays all relevant details related to your draft and completed submissions.

Completed Submissions

Access Facilitator - NHC TESTING - Full-time
MA-Boston-Boston - 101 Merrimac - PHS
Job Number: 3000806
Job Status: Active (Accepting Job Submissions)
Submission Status: Completed – Updated: Jul 29, 2015
View Submission
Taleo – External Applicant

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
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.

   ![Job Search, My Jobpage, Offers]
   ![My Submissions, My Job Cart, My Saved Searches]

   **My Submissions (10 job submissions found)**

   This page displays all relevant details related to your draft and completed submissions.

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.

---

**NURSE, STAFF** - Full-time

NH-Bedford-MGH Bedford
Job Number: NUR030002
Job Status: Active (Accepting Job Submissions)
Submission Status: Completed – Updated: Jul 9, 2015

[View/Edit Submission, Withdraw]

**ACCESS FACILITATOR - TEST** - Full-time

MA-Boston-Boston - 101 Merrimac - PHS
Job Number: 3000504
Job Status: Inactive (No Longer Accepting Job Submissions)
Submission Status: Completed – Updated: Jul 1, 2015

[View Submission]
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
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 askmyhr@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 Mass General Brigham affiliates.
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:
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Company</th>
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<tbody>
<tr>
<td>Billing Rep I - EMERGENCY MEDICAL</td>
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<tr>
<td>Filler records:</td>
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<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Brigham &amp; Women's Faulkner Hospital</td>
<td>Apply</td>
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<tr>
<td>Brigham &amp; Women's Hospital</td>
<td>Apply</td>
</tr>
<tr>
<td>Cooley Dickinson Hospital</td>
<td>Apply</td>
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<td>Cooley Dickinson Medical Group</td>
<td>Apply</td>
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<tr>
<td>Cooley Dickinson VNA &amp; Hospice</td>
<td>Apply</td>
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<tr>
<td>Martha's Vineyard Hospital</td>
<td>Apply</td>
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<tr>
<td>Mass General Physicians Organization</td>
<td>Apply</td>
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<td>Massachusetts General Hospital</td>
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<td>McLean Hospital</td>
<td>Apply</td>
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<td>Roslbum-SRH West</td>
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