



HCMC.JOBS

Basic Online Application Instructions

✓ **How to Log In**

To apply for a job at Hennepin County Medical Center (Hennepin), you must first **register** in our online system.

1. Go to hcmc.jobs and click on the link to "View current employment opportunities and apply."
2. Within our online Careers system, choose "Register now" in the Login box at the top of the screen (or simply log in if you have registered previously).
3. Create a unique User ID and Password. Both your ID and password will be case-sensitive and should be recorded for future use. (Human Resources cannot recover lost log-in information.)

✓ **How to Apply**

Once you've found a job opening that interests you, fill out an online application.

1. Click the "Apply Now" button on the job posting to open an interactive application form.
2. Create a Profile with your name and contact information. This is only done the first time you apply at Hennepin; next time you log in, your profile will already be saved in the system.
3. Choose to Copy & Paste resume text, Upload a resume, or to apply without a resume.
4. Complete each section of the application. When you are finished, click the "Continue" button at the bottom of the screen to proceed to the Terms and Agreements page. (If you have missed any of the required information on the application, you will receive an error message; enter the missing information indicated by the message before clicking "Continue" again.)
5. To finalize your application, read Hennepin's Terms and Agreements. You must choose to **"agree"** to these terms and push "Submit" before your application will be accepted.
6. You're done! You will receive **one e-mail** to confirm submission of your application. If you are selected for further consideration, you will be contacted by a Hennepin staff member.

✓ **How to Receive Email Notifications About New Jobs**

Don't see a job that interests you today? Set up a Job Search Agent to notify you of future openings!

1. Using the "Advanced Search" option, choose your interests (search criteria) and select **"Create Search Agent."** Keep criteria simple: 1-2 keywords, job families, and/or locations per search.
2. Give your saved search a name and check the box titled "Save as Job Agent."
3. Enter the email address you want these notifications sent to. It's that simple!

✓ **Who to Contact for Assistance**

The Human Resources Staff would be pleased to answer your questions! Our office is open Monday-Friday, 7:30am-4:30pm and offers free computer access and assistance from knowledgeable HR staff members to aid you in completing your application. Contact us at: 612-873-2277 - Life Sciences Building, 3rd floor / HCMCrecruiters@hcmcd.org