



Hennepin County **Medical Center**

HCMC.JOBS

Online Job Application Instructions & Tips

- ✓ **How to Log In**
- ✓ **How to Apply**
- ✓ **Ensuring Your Application has been Submitted**
- ✓ **Job Search Tips & Tools**
- ✓ **Who to Contact for Assistance**

How to Log In to the Online Job Application System

To apply for a job at Hennepin County Medical Center (Hennepin), you must first **register** in our online system. You can access the application system from our Online Career Center at www.hcmc.jobs, or directly at <http://jobs.hcmc.org>. You can register in two ways. If you decide to apply for a job on the job list and have not registered previously, you will be asked to complete the registration process prior to completing your application. Otherwise, *before* selecting a job opportunity, choose "Register now" in the Login box at the top of the Careers Home page. You will be asked to create a unique user name and password – both of which are case sensitive. We recommend you keep a record of this information for future use. Human Resources does not have access to view or change user names or passwords.

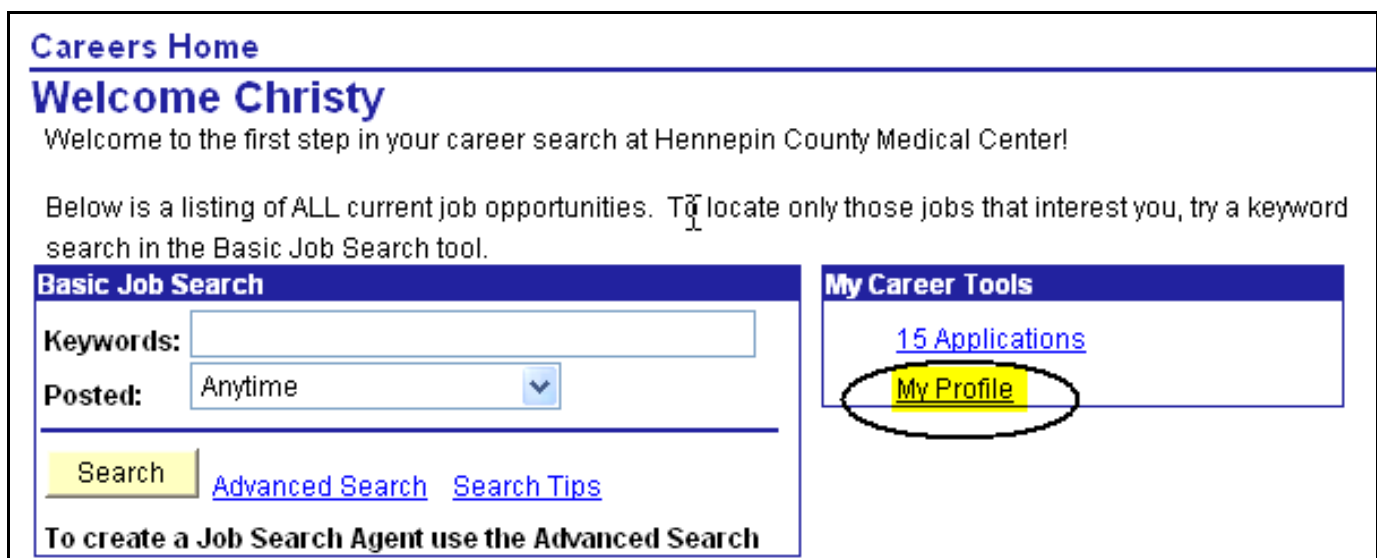
Forgot your User Name or Password?

If you have already registered *and* have completed an applicant profile (see "Create a Profile" section, pg 3), you can request that your user name be sent to the e-mail address that you provided in the "My Profile" section. Likewise, if you forget your password, you can request that the system assign you a new password and send it to the e-mail address that you provided in "My Profile."

If you need log-in assistance but cannot access/remember the e-mail address you provided in your profile, you will need to contact Human Resources at (612) 873-2277 and provide your name so that an HR representative can assist you with adding or changing the e-mail address in your profile. Once your e-mail address has been updated, you can then use the online assists described above to request that your user name and/or password be sent to you.

Change Your Password

If you would like to change your current password, click the "**Change Password**" link in the Member Information box at the top of your "My Profile" page (see Picture#1 below).



The screenshot shows the 'Careers Home' page. At the top, it says 'Welcome Christy' and 'Welcome to the first step in your career search at Hennepin County Medical Center!'. Below this, there is a section for 'Basic Job Search' with a text input for 'Keywords', a dropdown for 'Posted' set to 'Anytime', and a 'Search' button. To the right is the 'My Career Tools' section, which contains a link for '15 Applications' and a link for 'My Profile' that is circled in black. At the bottom of the 'Basic Job Search' section, there are links for 'Advanced Search' and 'Search Tips', and a note: 'To create a Job Search Agent use the Advanced Search'.

Picture#1: Careers Home page after logging in with a registered user name and password. (Note the circled "My Profile" link in the My Career Tools box.)

How to Apply Online For a Hennepin County Medical Center Job

Before you can apply for a job, you must **register** in the system (please see the previous section entitled “How to Log In to the Online Job Application System”). Once you have registered, you will then be ready to [Create a Profile](#).

Create a Profile

Your profile contains personal information about you, such as your name, address, phone numbers, and e-mail address. Creating a **profile** is the first step in the online application process, but is only required to be done the first time you apply for a job at Hennepin. You will not be asked to create another profile for subsequent applications, so long as you continue to use the same user name and password to log in each time you visit the application system. You can complete a profile in one of two ways: 1) click the “My Profile” link in your My Career Tools box and fill in the information requested; 2) click “Apply Now” on any job opening and fill in the information as the first step of your online application.

We strongly encourage you to provide an **e-mail address** in your profile. If you don’t have an e-mail address, you may obtain a free e-mail account from several web sites (e.g. www.yahoo.com or www.hotmail.com).

Within your profile, the information you see will always include your most recently saved changes/updates. Changes/updates are saved whenever you edit your profile; you can do this by clicking the “Edit Profile” link on your open application or by going directly to the “My Profile” link in the My Career Tools box on the Careers Home page (see picture above). Please keep in mind that creating a profile alone does NOT constitute a job application. You must complete & submit an application for a specific position in order for your application to be received by Human Resources.

There is no stored history of your profile changes/updates. If you change your e-mail address or mailing address, Human Resources will use the newest, most recently updated information for all communications.

Select a Job Opening

First, review the job descriptions carefully, as they will provide important information about the available positions, including specific qualifications and, often, an ideal candidate profile. Then click the “**Apply Now**” button to open an online application for the position that best fits your qualifications. Our system does not currently allow candidates to apply for multiple job openings with a single application, so you will need to submit one application for each job that interests you. However, after you have submitted your first application, most of your answers will be automatically carried over to any new applications you open, so applying for future openings will be quick and easy.



Add Your Resume

After you click “Apply Now,” you will be given the option to include a **resume** with your application. At this point, you can choose to copy & paste or upload your current resume into our system, or you can choose to apply online without a resume. (To ensure that your resume is readable, it is recommended that you upload only Microsoft Word or Adobe pdf documents and that you double-check final formatting on any cut & paste resumes.) Select a resume option, and then click “Continue” to proceed to the body of the application.

Complete the Body of the Application

Once you have chosen a resume, you will be brought to the main section (body) of the application. There you will be asked for various types of information including your availability, education and work history, and professional references. Please fill in as much information as possible to assist our Human Resources representatives in matching your qualifications with the job opening's requirements. Most of the information requested on the application form is *required* and must be entered before you can Continue to the last page of the application and Submit your materials to Human Resources. **Please do not use your internet browser's "Back" button while working on your application, as this may cause you to time-out and lose data.**

There are several different ways to add information to your online application. Look for the following types of information-entry fields to assist you in adding information:

- **Checkboxes** can be checked/unchecked by clicking on the box with your cursor Friday Saturday
- **Drop-down boxes** contain a list of answers/values and can be opened by clicking on the right-hand blue arrow.  arrow.
- **"Add Information" Links** can be clicked to open a special data-entry page. [+ Add Work Experience](#)
- **Calendar boxes** can be used to look up dates; click on the yellow calendar icon to the right of the box in order to select a date. 

When you have finished entering all of your information in the body of the application, click the **"Continue"** button to proceed. If you receive an error message, it means you have overlooked some of the required information; read the error message to find out what information is missing, and then fill in the requested data before clicking the "Continue" button again.

Save an Application to Complete Later

You can save your application as a **draft** (incomplete application) at any time by clicking the **"Save for Later"** button at the bottom of the application page. Even if you plan to complete your whole application in one sitting, clicking the "Save for Later" button periodically is a good idea, as it will ensure that you don't lose information. For instance, if you accidentally click the "Logout" link, close your internet browser, or are timed out of your application session before clicking "Save for Later," any information previously entered will be lost. However, if you save periodically, all the information entered at the time of the last save will be kept safe until you return to the application.

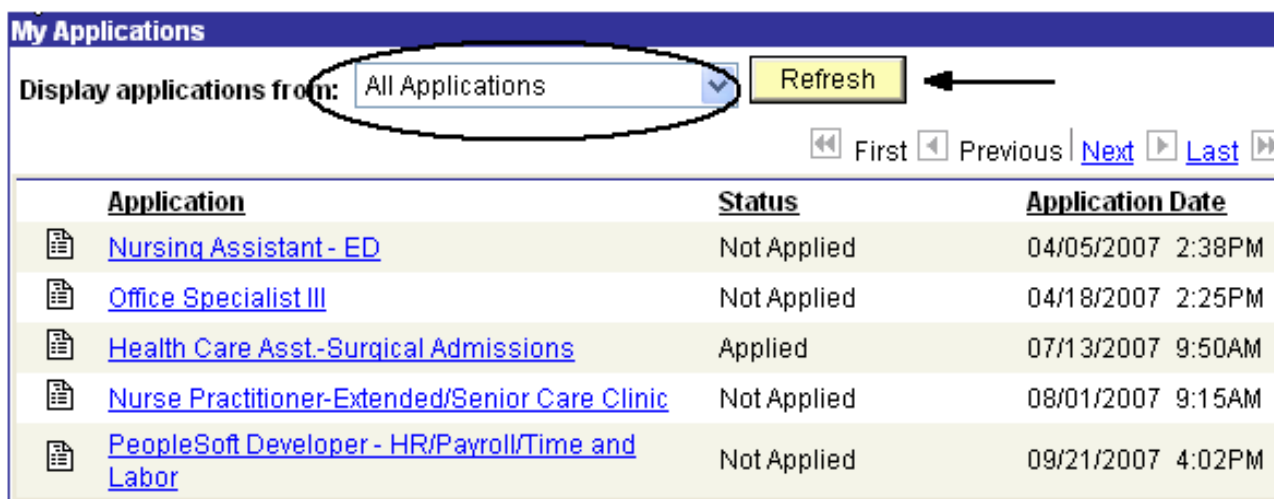


Picture#2: The "Save for Later" button at the bottom of the application window.

Edit a Saved "Draft" Application

To finish and submit a **draft** (incomplete) application, go to the Careers Home page and click on the "Applications" link in the My Career Tools box. The page that opens will show applications you have worked on as well as resumes you have uploaded. In the My Applications box (see Picture#3 below), choose to display applications from within a specific timeframe or choose to display "**All Applications**"; then click "Refresh." If you have many applications, you may need to use the small "Previous" and "Next" links in the upper right-hand corner of the box to move back and forth through your list.

Applications with a status of "Applied" have already been submitted, but those with a status of "Not Applied" are still incomplete and have not been submitted to Human Resources. To view and edit the contents of a draft ("Not Applied") application, click on the job/application title. *Be careful not to let the job posting expire before returning to submit your application. You will not be able to submit the application if the job is no longer posted on our website.*



The screenshot shows the "My Applications" interface. At the top, there is a dropdown menu labeled "Display applications from:" with "All Applications" selected. To the right of the dropdown is a yellow "Refresh" button. Below these are navigation links: "First", "Previous", "Next", and "Last". The main content is a table with three columns: "Application", "Status", and "Application Date".

Application	Status	Application Date
Nursing Assistant - ED	Not Applied	04/05/2007 2:38PM
Office Specialist III	Not Applied	04/18/2007 2:25PM
Health Care Asst.-Surgical Admissions	Applied	07/13/2007 9:50AM
Nurse Practitioner-Extended/Senior Care Clinic	Not Applied	08/01/2007 9:15AM
PeopleSoft Developer - HR/Payroll/Time and Labor	Not Applied	09/21/2007 4:02PM

Picture#3: Displaying "All Applications" in the My Applications box.

Finalize Your Application

When you have finished entering your information into the body of the application, press the "**Continue**" button to proceed. Upon clicking "Continue," you will be taken to one last section of the application to complete your Self-Identification data and read Hennepin County Medical Center's Terms and Agreements. *You must read and **Agree to the Terms and Agreements and then press the final "Submit" button before your materials will be sent to Human Resources.*** If you do not Submit your application, it will remain only a draft application and will not be considered for the job opening.

What To Expect Next

If you provided an e-mail address in your profile, you will receive a **single e-mail** to confirm the successful submission of your application. If your application is selected for further consideration, you will be contacted by phone or e-mail. If you do not hear anything, you please continue to monitor the website and apply again for other opportunities that match your qualifications and interests. Thank you for your interest in employment at Hennepin!

Ensuring That Your Application has been Submitted Successfully

There are two ways to check that your application has been received:

1. Look for a Confirmation E-mail

As described in the previous section, "What to Expect Next," you will receive a confirmation e-mail once your application has been submitted successfully. Check your e-mail Inbox for this message (depending on your e-mail security settings, it may also be sent to your Spam/Junk Mail folder). If you do not receive an e-mail, return to the website to Review your Submitted Applications (see below).

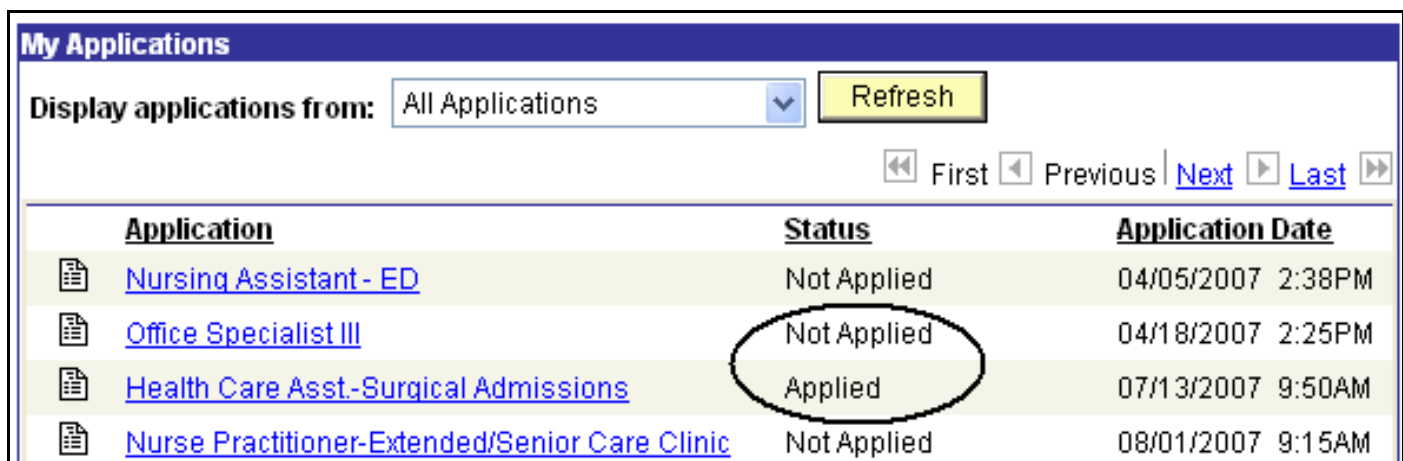
2. Review Your Submitted Applications





You can return at anytime to www.hcmc.jobs to view applications you've submitted. To do this, log in and click the "Applications" link in the My Career Tools box on the Careers Home page (see Picture#1, pg 2).

The page that opens will show all applications you have worked on as well as all resumes you have uploaded. Using the drop-down field in the My Applications box, choose to display applications only within a specified timeframe or to display "All Applications," and then click "Refresh." You will now see a list of the completed and draft applications you have in the system along with their application statuses ("Applied" or "Not Applied"). If you have many applications, you may need to use the small "Previous" and "Next" links in the upper right corner of the box to move back or forward through your list.

For each job you've applied for:

- Ensure that the status shows "**Applied**" (if not, you must go back into the draft application to finish & submit; see the "Edit a Saved 'Draft' Application" section on page 5 for details on how to do this.)
- If you want to view your completed application, click on the Job Title in the list. *Please keep in mind that applications cannot be edited or updated once they have been submitted and are in "Applied" status.*



Application	Status	Application Date
 Nursing Assistant - ED	Not Applied	04/05/2007 2:38PM
 Office Specialist III	Not Applied	04/18/2007 2:25PM
 Health Care Asst.-Surgical Admissions	Applied	07/13/2007 9:50AM
 Nurse Practitioner-Extended/Senior Care Clinic	Not Applied	08/01/2007 9:15AM

Picture#4: Checking application statuses in the My Applications box.

Job Search Tips & Tools

Search for Jobs

To find jobs that match your qualifications and interests, you can use job title keywords to conduct a **Basic Search** on the Careers Home page, or you can click the "**Advanced Search**" link in the Basic Job Search box to specify more detailed search criteria. In an Advanced Search, the possible criteria include: job title keyword, job location, job opening ID number, Full/Part-time status, jobs posted within Last Week/Month/Year, and more. Start with simple search criteria and then add criteria one at a time (as needed) to narrow the results. Beginning with a set of criteria that is too complex can keep you from finding jobs that may be of interest to you.

Sort Job Postings

When looking at the list of current jobs on the Careers Home page or when viewing search results, you can sort posting by clicking on any of the column headings. For example, if you click the "Job Title" heading, it will sort the jobs by alphabetical order, and if you click on "Job ID" it will sort the jobs by numeric order.

Receive Automatic E-mails About New Job Postings

This automated tool is highly recommended! To make your job search easier, you can set up your account to automatically send you e-mail notifications about new job postings that match your interests. Click on the "Advanced Search" link in the Job Search toolbox on the Careers Home page. Choose your interests (search criteria); for best results, we recommend using no more than 1-2 keywords, locations, or other criteria per search. Next, click the "Create Job Search Agent" button. You will then be asked to give your saved search a name and to enter the e-mail address you want the notifications sent to. (Remember, you must enter a valid e-mail address to receive job notifications. Log in and go to "My Profile" to keep your e-mail address up-to-date.)

The Job Search Agent is the best way to be alerted about new opportunities at Hennepin County Medical Center and any of our clinic locations. When you receive an e-mail notification about a job of interest to you, just follow the link back to our Online Career Center (www.hcmc.jobs) and complete an online application!

To stop receiving e-mail notifications at any time, log in to the online Careers system and use the "My Saved Searches" link at the top of the screen to modify or delete any previously-created Job Search Agents. Human Resources does not have access to cancel a Job Search Agent you have created.

E-mail a Job Opening to a Friend

If you see a job opening that you would like to share with a friend, select the job opening from the jobs list and then click on the "Email to Friend" link that appears on the job posting. An email message will open; enter your friend's email address and your name, and then click the "Send" button.

Who to Contact For Assistance

Human Resources

The employment team in the Human Resources office is always happy to assist you with your job search! We are available Monday-Friday from 7:30am – 4:30pm CST to take your questions by phone at (612) 873-2277, or by e-mail at HCMRecruiters@hcmmed.org.

The Human Resources office is located on the 3rd floor of the Life Science Building (700 10th Ave S) on the corner of 7th Street and 10th Ave. downtown Minneapolis. If you do not have a computer readily available to complete the online application, we have computer kiosks available in our lobby for just that purpose! Computer access is also available at no cost (or for a nominal fee) at all Minneapolis, St. Paul and suburban Hennepin County libraries.