

Candidate Manager



Quick Help Guide

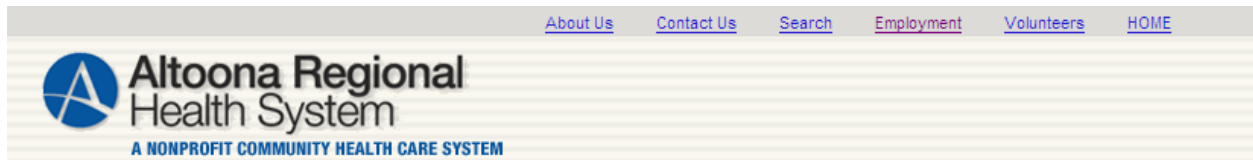
Apply process

- How do internal employees search and apply for vacancies?
- How do external applicants search and apply for vacancies?

How do internal employees access the internal career portal?

Step 1: Internal employees access the Altoona Regional Health System Web site

Step 2: Employees then click on the 'Employment link' in the top navigation bar






Step 3: Employees then select 'Click here' in the 'Current Altoona Regional Employees' box

The image shows a screenshot of the 'Employment' page. On the left, there is a photo of a smiling woman in a patterned lab coat. Below the photo are two blue buttons: 'Interested in joining our team? PHYSICIAN OPPORTUNITIES' and 'Relocating to Blair County? REGIONAL RESOURCE CENTER'. To the right of the photo, the word 'Employment' is displayed in a large font, followed by the tagline 'Exceptional PEOPLE. Exceptional HEALTH CARE. Exceptional CAREERS.' Below this, there is a paragraph of text: 'A career with Altoona Regional Health System is a career that matters. The only thing we need to continue to succeed is you.' This is followed by another paragraph: 'Altoona Regional — a private, nonprofit health care system with two acute-care hospitals and 497 combined licensed beds — offers a very competitive salary and benefits package.' A third paragraph reads: 'You can enjoy a rewarding career working with people who share a vision of making Altoona Regional a world-class health care organization.' A fourth paragraph states: 'For a current listing of open positions, as well as online applications, please follow the instructions below.' At the bottom, there are two blue buttons: 'Current Altoona Regional Employees' and 'External Applicants'. The 'Current Altoona Regional Employees' button contains a 'Click here' link, which is pointed to by a red arrow. The 'External Applicants' button also contains a 'Click here' link.

Step 4: Employees are then brought to a job search page where they can search for a job by Keyword, Category and Location.

Internal Job Openings

| | |
|---------------------------------------|--|
| View Jobs | All Jobs  |
| Keyword Search | <input type="text"/> |
| Job Categories | All  |
| Location Search | All  |
| <input type="button" value="Search"/> | |

Step 5: Employees search for a job and a results list is returned - Employees click on the job title to review the job description

Internal Job Openings

| Close Date | Job Title | Location |
|------------|--|-------------|
| 16/07/2009 | TEST  | Altoona, PA |

Step 6: Employees click for an application form to apply



Step 7: Employees must fill in the internal application form and click on submit

If you are applying for a position outside of your job classification, please list qualifications that may not already be noted in your personnel file:

My Signature indicates that I have read, I understand, and I agree to the above.

* Yes No

Please provide today's date:

*  

A career with Altoona Regional Health System is a career that matters. The only thing we need to continue to succeed is you.

Step 8: Employees are asked to fill in the Equality Monitoring Form, after which they click on submit – The application is then processed by the HR team within the Candidate Manager system.

EEO Form

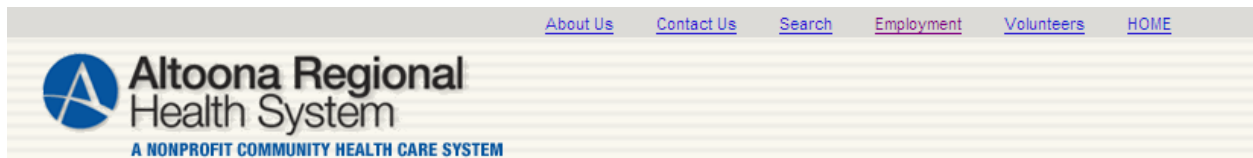
Please Indicate Your Gender:

Please Indicate Your Ethnic Background:

How to external applicants search and apply for vacancies?

Step 1: External applicants access the Altoona Regional Health System Website

Step 2: Applicants then click on the 'Employment link' in the top navigation bar



Step 3: Applicants then select 'Click here' in the 'External Applicants' box

The image shows a screenshot of the 'Employment' page on the Altoona Regional Health System website. On the left, there is a photo of a smiling woman in a patterned lab coat. Below the photo are two blue buttons: 'Interested in joining our team? PHYSICIAN OPPORTUNITIES' and 'Relocating to Blair County? REGIONAL RESOURCE CENTER'. To the right of the photo, the word 'Employment' is displayed in a large font, followed by the slogan 'Exceptional PEOPLE. Exceptional HEALTH CARE. Exceptional CAREERS.' Below this, there is a paragraph of text: 'A career with Altoona Regional Health System is a career that matters. The only thing we need to continue to succeed is you.' This is followed by another paragraph: 'Altoona Regional — a private, nonprofit health care system with two acute-care hospitals and 497 combined licensed beds — offers a very competitive salary and benefits package.' A third paragraph reads: 'You can enjoy a rewarding career working with people who share a vision of making Altoona Regional a world-class health care organization.' Below this is a fourth paragraph: 'For a current listing of open positions, as well as online applications, please follow the instructions below.' At the bottom, there are two blue buttons: 'Current Altoona Regional Employees' with a 'Click here' link, and 'External Applicants' with a 'Click here' link. A red arrow points to the 'Click here' link in the 'External Applicants' button. A mouse cursor is visible on the left side of the page.

Step 4: Applicants are then brought to a job search page where they can search for a job by Keyword, Category and Location.

Current Job Openings

| | |
|-----------------|---------------------------------------|
| View Jobs | All Jobs |
| Keyword Search | <input type="text"/> |
| Job Categories | All |
| Location Search | All |
| | <input type="button" value="Search"/> |

Step 5: Applicants search for a job and a results list is returned - Employees click on the job title to review the job description

Current Job Openings

| Close Date | Job Title | Location |
|------------|-----------|-------------|
| 16/07/2009 | TEST | Altoona, PA |

Step 6: Applicants click for an application form to apply

Step 7: Applicants must fill in the external application form and click on submit

I acknowledge receipt of the above Notice. I have read and fully understand the contents of the Notice to obtain investigative consumer reports about me. I understand and acknowledge that Altoona Regional Health System may affect whether it offers employment to me, and, if hired, Altoona Regional Health System may affect my employment. I consent to Altoona Regional Health System's use of such reports for these purposes.

* Yes No

My Signature indicates that I have read, I understand, and I agree to the above.

* Yes No

Please provide today's date:

*  

A career with Altoona Regional Health System is a career that matters. The only thing that matters is you.

Step 8: Applicants are asked to fill in the Equality Monitoring Form, after which they click on submit – The application is then processed by the HR team within the Candidate Manager system.

EEO Form

Please Indicate Your Gender:

Please Indicate Your Ethnic Background: