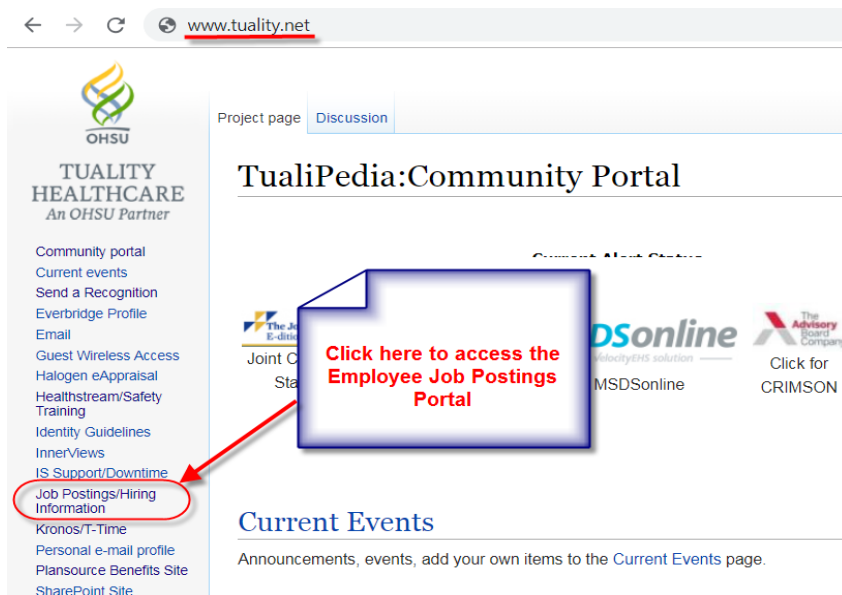


How to Create an Internal Application Profile

1)



2)

Job Posting

EMPLOYEE REFERRAL PROGRAM

Employee Referral Program

INTERNAL APPLICATION INFORMATION

Employee Job Postings Portal (Current employees can apply for an open position)

- Steps to Create an Internal Application Profile
- ORS 441.180 Posting Notification of Oregon laws affecting Nurses

3)

Welcome Tuality Employees

Welcome to our Internal Employee Careers Site! Here you can view our current job openings.

To Get Started, in the 'Job Listings' section below you can click the link to 'view all open jobs' that suit your specific career interests. Once you've identified an opening you wish to apply for, click the link to 'view details' to display the details of the posting, and give you the option to click the link to 'Apply'.

If you have any questions regarding the internal application process, please contact Human Resources.

Returning internal users can log in with their Username and Password to view their profile. They can also edit their existing profile, add/delete attachments, and view their submittal history.

If you want to create an Internal Application Profile without having to apply for one of the current job openings, click the link to 'create your profile without attaching it to a posted position'. **Please only use this option if you are not currently applying for a position.**

4)

Create Profile

Create your online profile through one of the below options:

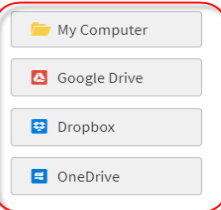
A field marked with * indicates that the information is required.

* indicates a required field.

Start your profile with a social media account:



Or please select your resume from one of the following:



You can start building your profile through either a social media account, uploading your resume, or by starting to fill out the fields below.

Create your profile

First Name* Middle Initial (if no middle name type n/a) Last Name*

Email*

Login* Password* Password (Re-enter)*

5)

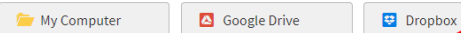
Your Profile

Please be sure to fill out all required fields

* indicates a required field.

Resume

Please upload your resume by clicking on one of the upload options below:



You will then fill out these additional fields. Fields with no (*) are optional.

Enter your information

Phones (1)*

Type* Number* Extension

Add More (Phones)

Additional Data

Area(s) of Expertise

Other
Accounting/ Billing/ Finance
Administrative/ Clerical/ Office
Admitting/ Patient Registration

Highest Level of Education

— Make a Selection —

Employment status preference

Full Time (72+ hours per 2 week pay period)

6)

Save & Return Later

Submit

INTERNAL APPLICATION FORM

This section is your Internal Employment Application Form that you will fill out and have on file for any position(s) that you apply to. You will not have to refill this form out each subsequent time you apply to other positions, rather just edit this form if you wish. Each time you login to our Employee Careers site you will be able to edit your profile and this Application Form in case any of the information has changed. Another important thing to note is that you may wish to make this form as specific as possible to the position you are applying for depending upon whether you are applying to just one opening or multiple.

(Fields highlighted in yellow are required to be completed.)

GENERAL INFORMATION

First Name Test	Last Name Candidate	
Drivers License Number (Please refer to the job postings to determine if this information is required for the position.)	Drivers License State — Make a Selection — (Please refer to the job postings to determine if this information is required for the position.)	
Address 		
City 	State — Make a Selection —	Zip/Postal Code
Email Address testtest@email.com	Work Phone w/ Ext 5555555555	

You will then fill out all highlighted fields, and when done click Submit. At this point you are completed and your Internal Application Profile has been created.

How to Save Job Search Agents

1)

Welcome Tuality Employees

Welcome to our Internal Employee Careers Site! Here you can view our current job openings and apply for open positions online.

To Get Started, in the 'Job Listings' section below you can click the link to 'view all open job positions', or you can use the search fields to find jobs that suit your specific career interests. Once you've identified an opening you wish to apply to click on the opening's job title. This will display the details of the posting, and give you a link at the bottom of that screen to 'Apply for this job online'.

If you have any questions regarding the internal application process please contact Human Resources at x1856 and ask to speak with a recruiter.

Returning internal users can log in with their previously created Login and Password to use their existing application profile. Returning users can also edit their existing profile, add/delete attachments, and view their submittal history.

If you want to create an Internal Application Profile without having to apply for one, please click the link to 'create your profile without attaching it to a posted position. Please only use this link for internal users only, since they will not be visible on the Internal Jobs Portal.

If you are **NOT a Current Tuality Employee**, please click here to see Job Opportunities. External applicants they must apply via the External Applicant Portal to be considered.

Tuality Healthcare believes in providing equal employment opportunities for all qualified applicants. Employment decisions will be based on qualifications without regard to race, ethnicity, gender, age, marital status, family relationship, veteran status, genetic information, physical or mental disability, or any other status or characteristic protected by applicable law. We further commit ourselves to continuing the practical application of this policy in our daily business.

'Keyword Searches'

From the Employee Job Posting Portal (<https://employees-tuality.icims.com>), you can either view all open positions at once, or else search by 'Keywords', 'Category', 'Position Type' or 'Location'.

Job Listings

You can view all open job positions or use the below search fields to find jobs that suit your specific career interests/location.

The screenshot shows the job search interface. A red circle highlights the search bar with the placeholder text "Start your job search here". A red arrow points from the "Keyword Searches" callout to this search bar. Below the search bar are three dropdown menus for "Category", "Position Type", and "Location", each with "(All)" selected. A red arrow points from the "From the Employee Job Posting Portal" callout to the search bar. Another red arrow points from the same callout to the "Category" dropdown menu. A third red arrow points from the callout to the "Position Type" dropdown menu. A fourth red arrow points from the callout to the "Location" dropdown menu. A "Search" button is located to the right of the dropdown menus.

2)

Welcome Tuality Employees

Welcome to our Internal Employee Careers Site! Here you can view our current job openings and apply for open positions online.

To Get Started, in the 'Job Listings' section below you can click the link to 'view all open job positions', or you can use the search fields to find jobs that suit your specific career interests. Once you've identified an opening you wish to apply to click on the opening's job title. This will display the details of the posting, and give you a link at the bottom of that screen to 'Apply for this job online'.

If you have any questions regarding the internal application process please contact Human Resources at x1856 and ask to speak with a recruiter.

Returning internal users can log in with their previously created Login and Password to use their existing application profile. Returning users can also edit their existing profile, add/delete attachments, and view their submittal history.

The screenshot shows the job search interface with the "Category" dropdown menu open. A red circle highlights the "Nursing- RN (Birth Center)" option in the list. A red arrow points from the "Under the 'Category' filter" callout to this option. The callout text states: "Under the 'Category' filter we added each of our acute care nursing areas to help RN's save Job Agents by these functiona areas." The dropdown menu lists various categories including Imaging/Radiology, Lab/Pathology, Management Information Systems, Management/Leadership, Materials Management/Purchasing/Transportation, Medical Clinics (MA's, Receptionist, & Back-office), Medical Records, Nursing- Certified Nursing Assistants, Nursing- Licensed Practical Nurses, Nursing- RN (Birth Center), Nursing- RN (Emergency), Nursing- RN (ICU/PCU), Nursing- RN (Med/Surg), Nursing- RN (Non-Acute Care), Nursing- RN (Nursing Support Services/ Admin Nursing), Nursing- RN (Perioperative Services), Nutrition Services, Oncology/ Hematology, Other, and Pharmacy. Below the dropdown menu are two more dropdown menus for "Position Type" and "Location", both with "(All)" selected. A "Search" button is located to the right of the dropdown menus.

3)

Use this form to perform another job search

Start your job search here



Search

Category

Nursing- RN (Birth Cen

Position Type

(All)

Location

(All)

Search Results

Sort By...

RN (Birth Center)- Full-time, Nights Shift

At Tuality Healthcare, an OHSU Partner, it's an honor and a privilege to
1918, and as we expand our strong network of services through our
providing the best health care possible and a valued commu

Req # 2018-4915

Department Birth Center-64601

Job Type

RN (Birth Center)-60005 |FT Nights

At Tuality Healthcare, an OHSU Partner, it's an honor and a
1918, and as we expand our strong network of services through
providing the best health care possible and a valued commu

Req # 2018-4827

Department Birth Center-64601

Job Type

After a nurse selects the criteria filters and runs the search it will take them to this 'Search Results' page. At the very bottom of this page there is a section where they can create and save 'Email Alerts Options' where the system will then notify them of each future job posting that matches any part of their saved search filter criteria. They can save up to 5 different 'Email Alerts' for their profile account.

Email Alert Options

You can save these search settings as an email alert, meaning an email will be sent to you every time a new opening matches your criteria. If you would like to create an email alert, please fill out the form below and click the save button.

Name of Email Alert

RN- Birth Center

Save