How to Create an Internal Application Profile

1) Click here to access the Employee Job Postings Portal

2) Then Click Here

3) Then Click Here
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:

- My Computer
- Google Drive
- Dropbox
- OneDrive

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

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:

- My Computer
- Google Drive
- Dropbox

Enter your information:

Phones [1]*

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Add More (Phones)

Additional Data

Area(s) of Expertise

- 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)

You will then fill out these additional fields. Fields with no (*) are optional.
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 a position, you can create your profile without attaching it to a posted position. Please only use this feature if you are NOT A Current Tuality Employee, as those who are external applicants may apply via the External Applicant Portal to be considered.

Tuality Healthcare believes in providing equal employment opportunities for all qualified applicants and in making hiring and employment decisions without regard to age, race, sex, sexual orientation, gender identity, national origin, disability, veteran status, family relationship, veteran status, genetic information, physical disability, status as a qualified individual with a disability, or any other status or characteristic protected by federal, state, or local law. We further commit ourselves to continuing the anti-discrimination policy in this policy in our daily business operations.

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.

- **Category**: [All]
- **Position Type**: [All]
- **Location**: [All]

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’. ‘Keyword Searches’

Under the ‘Category’ filter we added each of our acute care nursing areas to help RN’s save Job Agents by these functional areas.
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.