

**This reference guide will show how to navigate the HonorHealth Career portal.
Learn how to find jobs, apply for a job, and navigation tips.**

The table of contents below is interactive. Use **Ctrl + Click** to follow a link.

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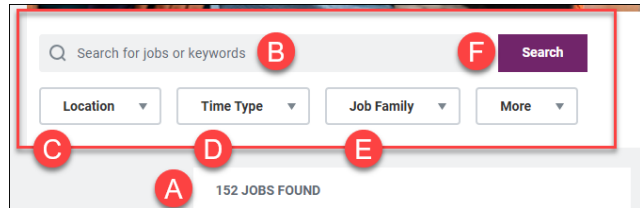
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**Current Employees should not apply on the HonorHealth Career site.
Login to your internal **Workday** account and use the Internal Jobs Hub to apply.**

Find Jobs

This section will show how to find jobs on the HonorHealth Career site. You can browse jobs without creating an account.

1. You can search for jobs from the main career site page.
2. View how many **total jobs** are available (A), type a **job or keyword** (B), select a **Location** (C), **Time Type**, such as *Day* or *Evening* (D), **Job Family** (E), and select **Search** (F).



Candidate Home Forgot Password

The following section will show how to Create Account in order to apply for positions. Your **Candidate Home** account will be automatically locked for 30 minutes after 5 unsuccessful sign-in attempts.

Unlocking a Candidate Account

To unlock your account, follow these steps:

- Click the *Forgot Password?* link on the sign-in page.
- This will trigger an email with a one-time use link to reset your password.
 - This will be sent to the email that you created the account with.
- The password reset link is valid for 2 hours.

Create Account

This section will show an external candidate how to Create an account on the HonorHealth Career site. This is a required step to apply for a job.

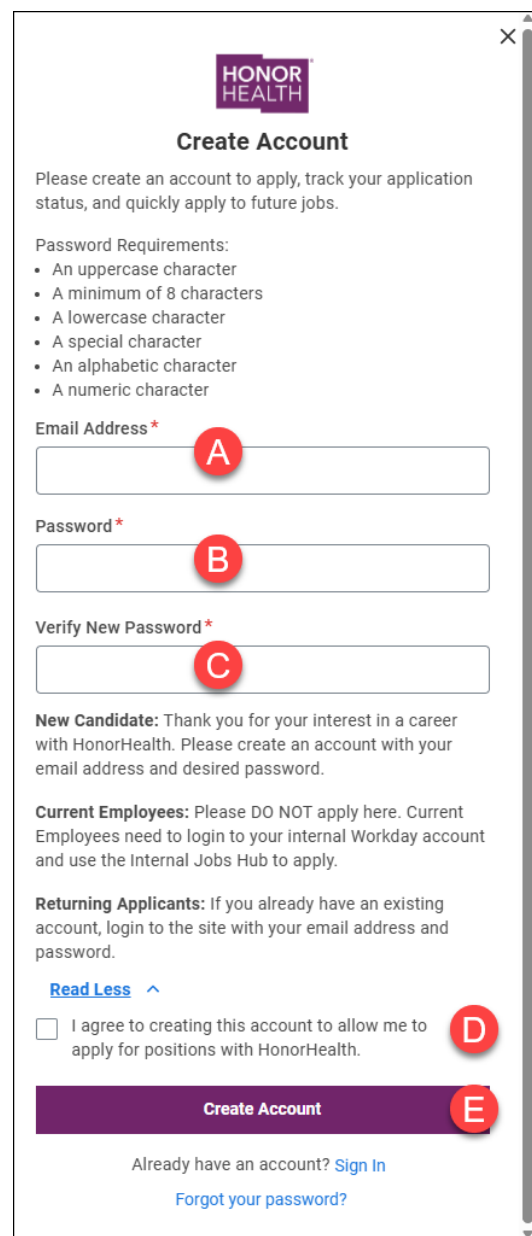
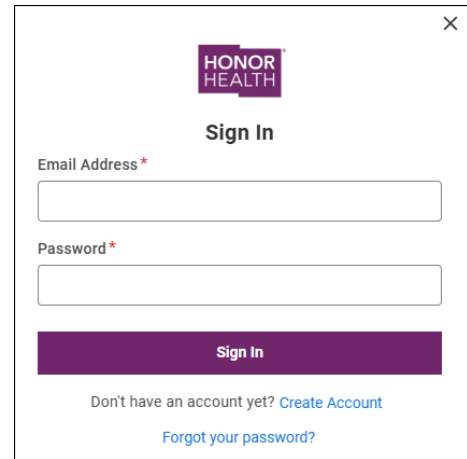
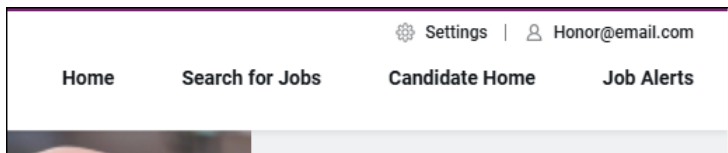
Creating an account will allow you to track your applications, interviews, and your resume.

1. At the top right corner of the HonorHealth Career site, select **Sign In**.
2. In the *Sign In* pop up, select the blue hyperlink to **Create Account**.
3. In the Create Account pop up, enter a valid **Email Address (A)**. Review the *Password Requirements* and proceed to enter a **Password (B)**. Re-enter the password in the **Verify New Password (C)** field.

Current Employees should not apply on the HonorHealth Career site.

Current Employees need to login to your internal Workday account and use the Internal Jobs Hub to apply.

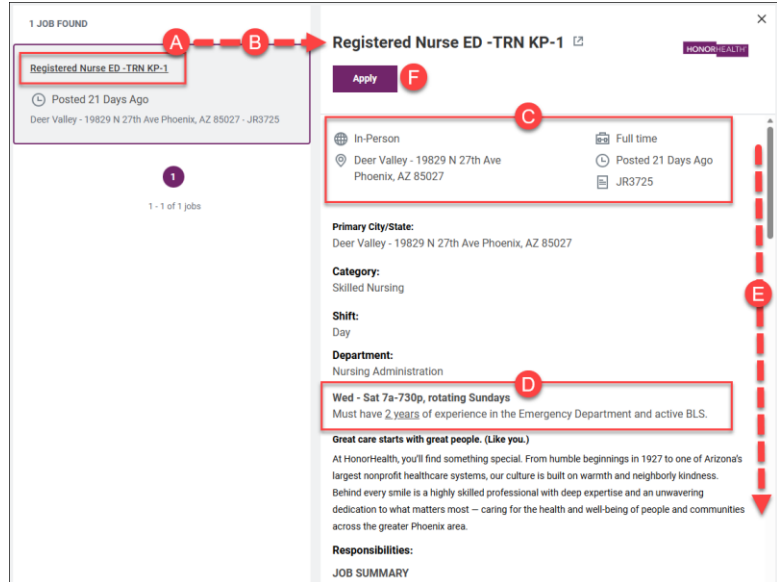
4. Select the **checkbox (D)** to acknowledge creating this account will allow you to apply for positions at HonorHealth.
5. Select **Create Account (E)**.
6. Now that you have created your HonorHealth career site account, you can **Search for Jobs**, manage your **Candidate Home** page, and create **Job Alerts**.



Apply for a Job

This section will show how to apply for a job on the HonorHealth Career site. If you have not created an account, you will be prompted to in order to Apply.

1. To view the Job, select the **Job Title** (A), the Job will *display on the right* (B).
2. View *job location and job type* details at the top (C). *Additional requirements* may be listed (D).
3. *Scroll down* (E) to review the entire *Job Summary, Essential Functions, Education, Experience, and Licenses and Certifications* for this job.
4. Select **Apply** (F) at the top of the Job to get started!

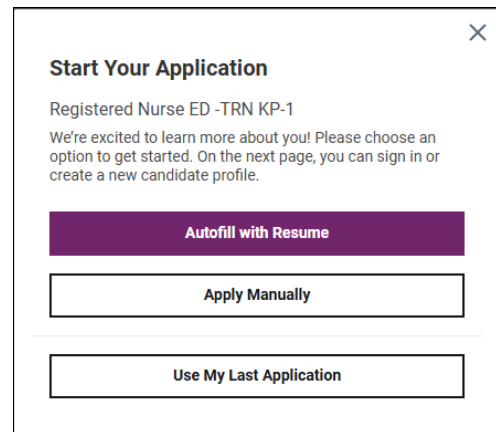


5. **Start Your Application** window will populate. Select an option to begin your application.

Autofill with Resume: Use your Resume to pull details into your application.

Apply Manually: You will complete the fields.

Use My Last Application: Copy the details from your last application and apply them to this one.

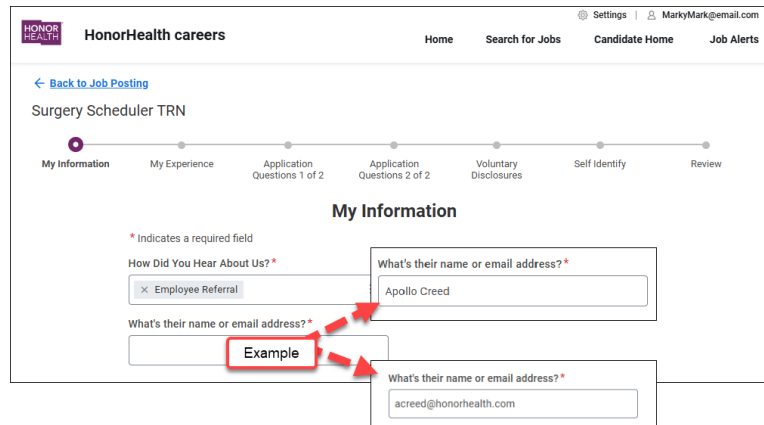


6. Complete the **My Information** section.

The first question will ask **How Did You Hear About Us?**

Choose one of the options.

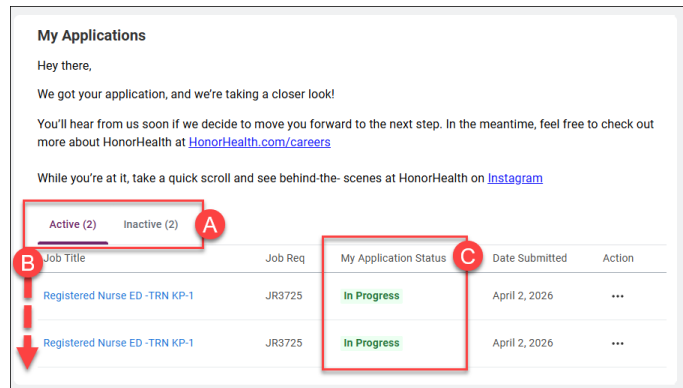
If you are an Employee Referral, select this option and enter either the employee first and last name OR their HonorHealth email address.



Manage Applications

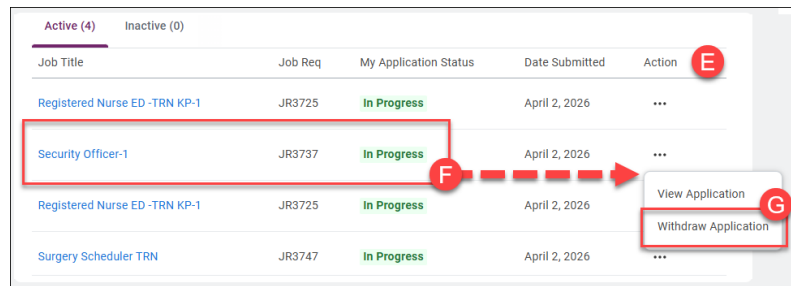
This section will show how to use your Candidate Home to manage your applications.

1. From the *Candidate Home* page, scroll down to the My Applications section.
2. From here, review the **Active** and **Inactive** tabs (A). Each will display the **Job Title** (B) and **My Application Status** (C) columns.



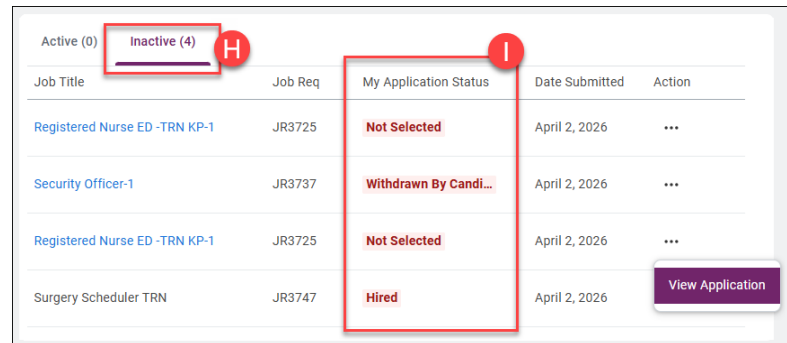
3. The **Action** column (E) allows you to take additional actions on an Active application.

From the application row (F), select the **...** icon to *View Application* or *Withdraw Application* (G).



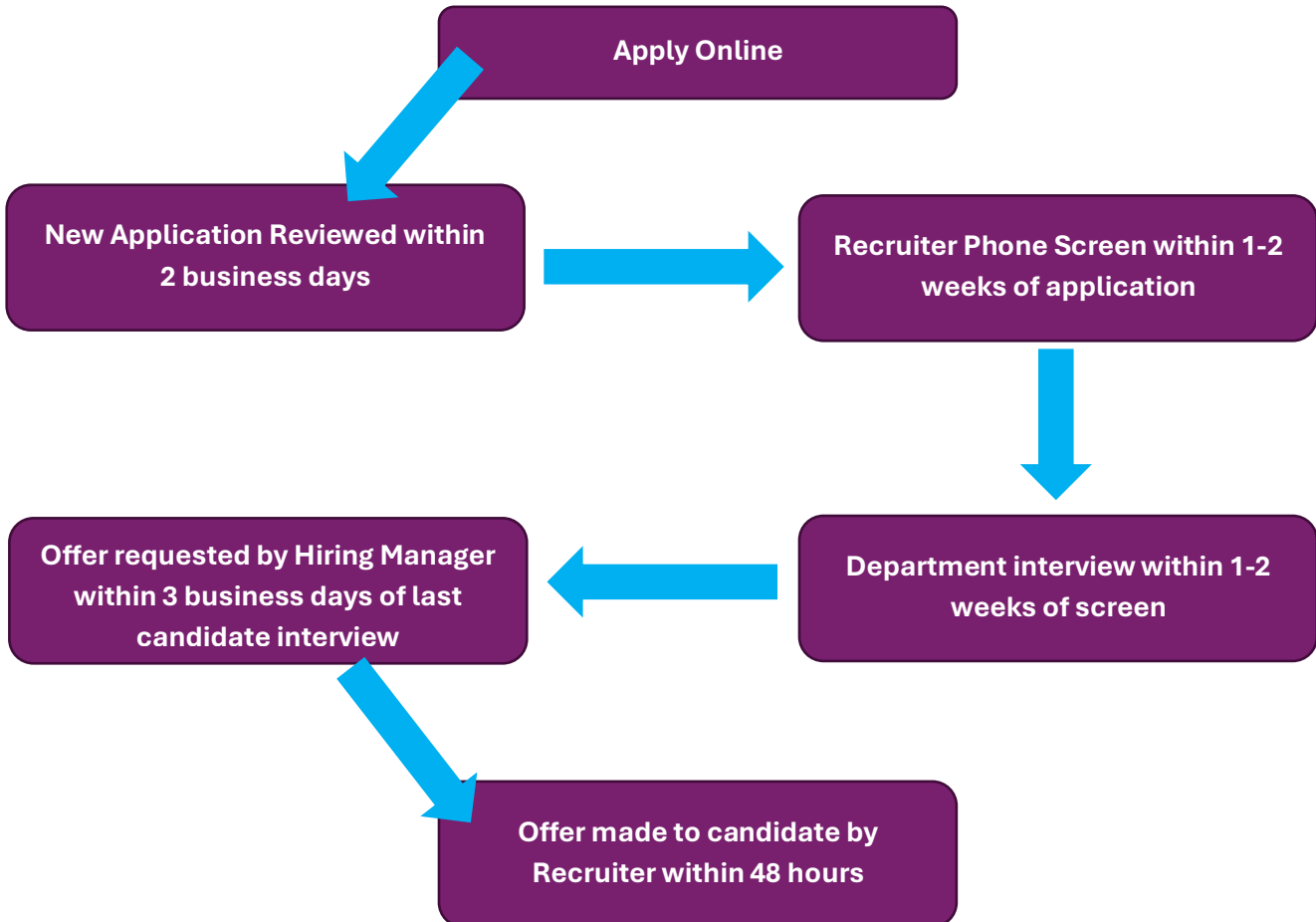
4. The **Inactive** tab (H) will display the same columns as the Active tab.

As your applications move through the process, the **My Application Status** column (I) will change.



Candidate Expectations

Waiting for that new career to start is exciting! Below is an example of a typical candidate experience. Note that these time frames can vary based on recruitment flow variables.



IMPORTANT: HonorHealth is committed to providing excellent candidate experience for candidates interested in our job opportunities. We also care about the online safety of our job seekers. Please note the following:

- HonorHealth employee emails come from HonorHealth (i.e., hr@honorhealth.com) not a generic email address, such as gmail or yahoo.
- HonorHealth does not use Google Hangouts to conduct interviews or conversations.
- HonorHealth will not ask you to provide any personal information (i.e., driver's license, bank account, credit card information, passwords, social security number) outside of our Applicant Tracking Software before a job offer is extended.
- If you believe that HonorHealth has violated your civil rights or believe you have experienced discrimination, please click the [link](#) to obtain information on your rights to file a complaint.