

Taleo – External Applicant

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Last Updated: 7/13/20

We thank you for your interest in job opportunities. Please use these materials to find information to guide you through the application experience.

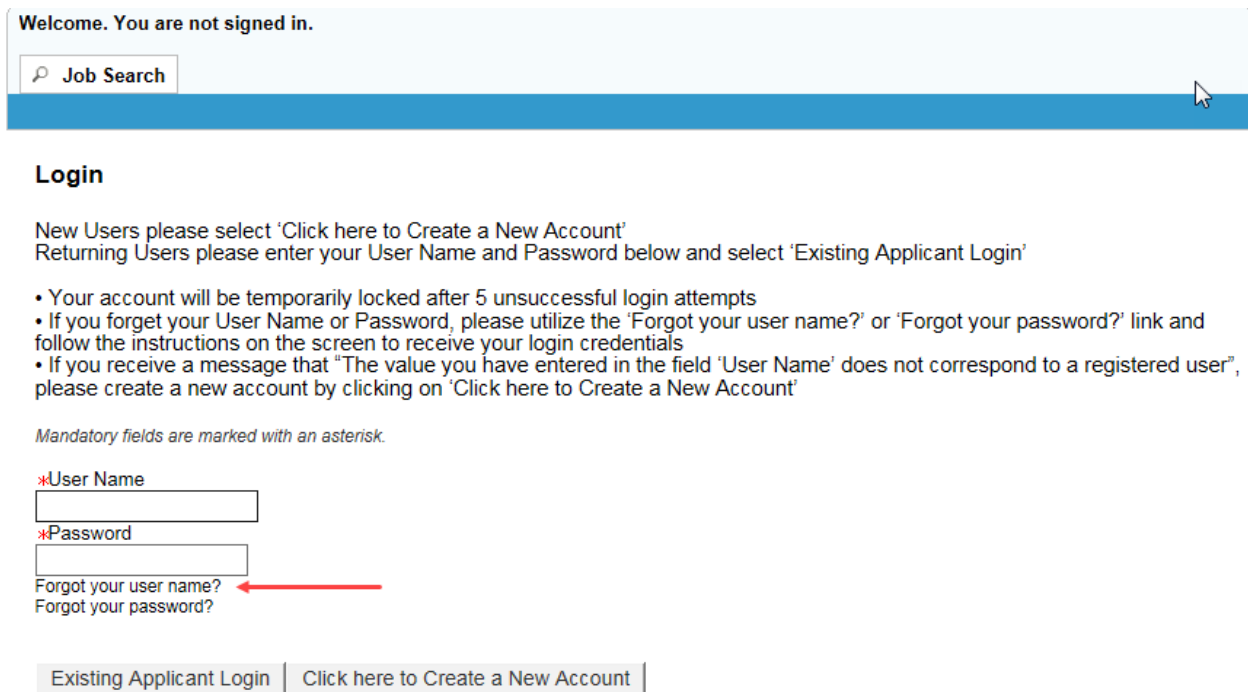
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Forgot Username

Note: You have the ability to select 'forgot your user name?' on the login screen. Please follow the instructions and provide the necessary information. Your user name will then be displayed on the page.

(1) Click, '**Forgot your user name?**'



Welcome. You are not signed in.

Login


New Users please select 'Click here to Create a New Account'
Returning Users please enter your User Name and Password below and select 'Existing Applicant Login'

- Your account will be temporarily locked after 5 unsuccessful login attempts
- If you forget your User Name or Password, please utilize the 'Forgot your user name?' or 'Forgot your password?' link and follow the instructions on the screen to receive your login credentials
- If you receive a message that "The value you have entered in the field 'User Name' does not correspond to a registered user", please create a new account by clicking on 'Click here to Create a New Account'

Mandatory fields are marked with an asterisk.

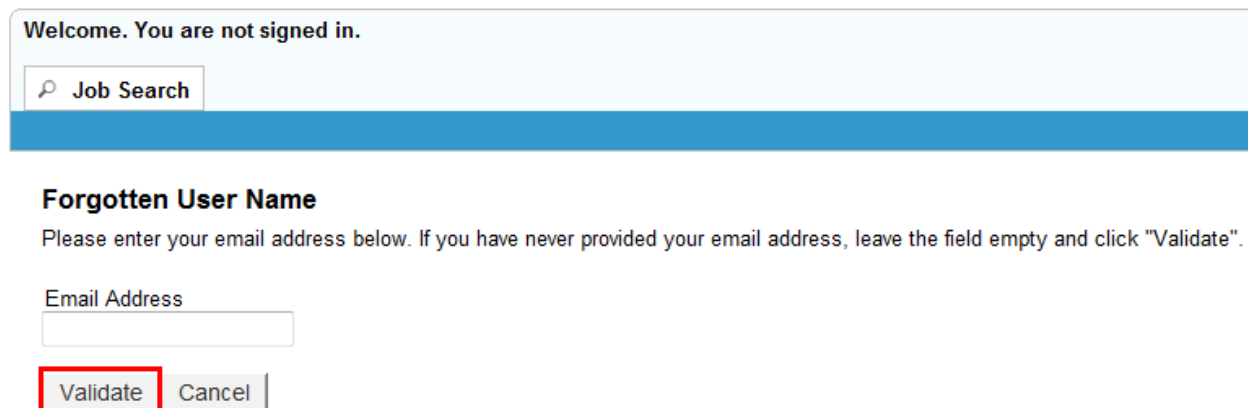
*User Name

*Password

Forgot your user name? 

Forgot your password?

(2) Enter your **Email Address**



Welcome. You are not signed in.

Forgotten User Name

Please enter your email address below. If you have never provided your email address, leave the field empty and click "Validate".

Email Address

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- (3) The following screen will appear – you will need to provide additional information to validate. Once you have entered the additional fields select, **'Validate'**.

Welcome. You are not signed in.

The action cannot be completed.
The system cannot find a unique match. Please provide more information and Validate again or call our customer support hotline at careers@partners.org.

Forgotten User Name

For the system to identify your unique candidate record and retrieve your user name, you must provide some personal information. Fill in the fields below, then click "Validate" to verify if the information matches a unique candidate record. Note that email addresses usually produce the best results.

First Name

Last Name

Middle Name

Street Address

Email Address

Phone Number

- (4) Your user name will now display

Welcome. You are not signed in.

Username Retrieval Confirmation

You can go back to the login screen to access the application or use the forgot password feature if you don't remember your password.

User Name

[Back to login page](#) [Forgot your password?](#)

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Forgot Password

Note: You have the ability to select 'forgot your password?' on the login screen. Please follow the instructions and provide the necessary information. You will then receive an email with how to reset your password.

(1) Click, 'Forgot your password?'

Welcome. You are not signed in.

Login

New Users please select 'Click here to Create a New Account'
Returning Users please enter your User Name and Password below and select 'Existing Applicant Login'

- Your account will be temporarily locked after 5 unsuccessful login attempts
- If you forget your User Name or Password, please utilize the 'Forgot your user name?' or 'Forgot your password?' link and follow the instructions on the screen to receive your login credentials
- If you receive a message that "The value you have entered in the field 'User Name' does not correspond to a registered user", please create a new account by clicking on 'Click here to Create a New Account'

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#) ←

(2) Enter your **User Name** and **Email Address**. Select 'OK'

Welcome. You are not signed in.

Forgot Your Password?

Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at careers@partners.org.

Mandatory fields are marked with an asterisk.


*User Name

*Email Address

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(3) This message will be displayed on the screen

Welcome. You are not signed in.

 Job Search

An email has been sent to you

A message has been sent to you containing instructions on how to change your password. Please check your inbox.

[Back to login page](#)

(4) An email will be sent with instructions to reset your password. Follow the link provided.

Forgot Your Password?

Human Resources [hr-stgpartners@invalidemail.com]

Sent: Tue 7/28/2015 8:23 AM

To:

 Message |  this_message_in_html.html (1 KB)

Dear Kendra,

We have received your password change request. This email contains the information that you need to change your password.

Access Code: M4FP_wi#z

Click this link to [enter your new password](#).

Please do not reply to this message. This is a Taleo system generated message and replies to this message are undeliverable.

(5) Enter your **User Name** and **Access Code**. Click, '**Login**'.

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Welcome. You are not signed in.

Job Search

Forgot Password

You received an email in regards to a forgotten password. Please enter the login information as provided in the email.

Mandatory fields are marked with an asterisk.

*User Name

*Access Code

Login

- (6) You will then be asked to again enter your Access Code, create a new password and confirm your new password. Click, 'OK'.

Kendra Copithorne, you are signed in. | [My Account Options](#)

Job Search

My Jobpage

Change Password

This page allows you to change your password.

Mandatory fields are marked with an asterisk.

User Name
kcopithorne

*Access Code

*New Password

*Confirm New Password

OK Sign Out

- (7) You will now be logged into your account.

General Profile Creation


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Note: You may search for jobs without registering or creating a login account. However, a registration and a login account are required before you can apply to a job or create an applicant profile.

Why create a profile?

- Profile data is used as default information when you apply to a job- thereby reducing the amount of information you need to enter.
- Profile data can be used to search more efficiently for jobs
- Recruiters may use profile data to search for candidates who match certain criteria for positions.

(1) Before you can create a general profile, a login must be created, and a new account set up. To do so, you should click '**Click here to Create a New Account**' on the **Sign In** page. Once the necessary steps to create an account have been completed, you will be able to access your account and set up your profile.



Login

New Users please select 'Click here to Create a New Account'

Returning Users please enter your User Name and Password below and select 'Existing Applicant Login'

- Your account will be temporarily locked after 5 unsuccessful login attempts
- If you forget your User Name or Password, please utilize the 'Forgot your user name?' or 'Forgot your password?' link and follow the instructions on the screen to receive your login credentials
- If you receive a message that "The value you have entered in the field 'User Name' does not correspond to a registered user", please create a new account by clicking on 'Click here to Create a New Account'

Mandatory fields are marked with an asterisk.

*User Name

*Password

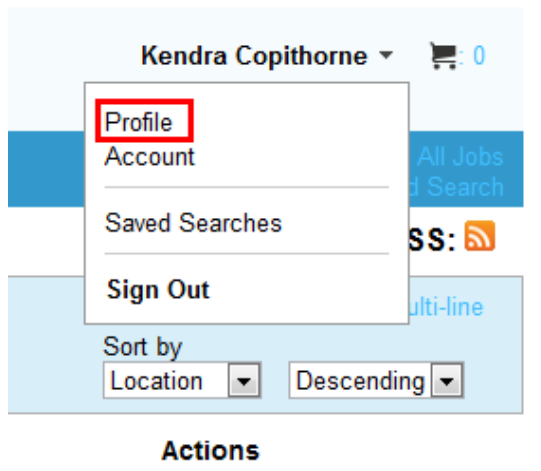
[Forgot your user name?](#)
[Forgot your password?](#)

Existing Applicant Login **Click here to Create a New Account**

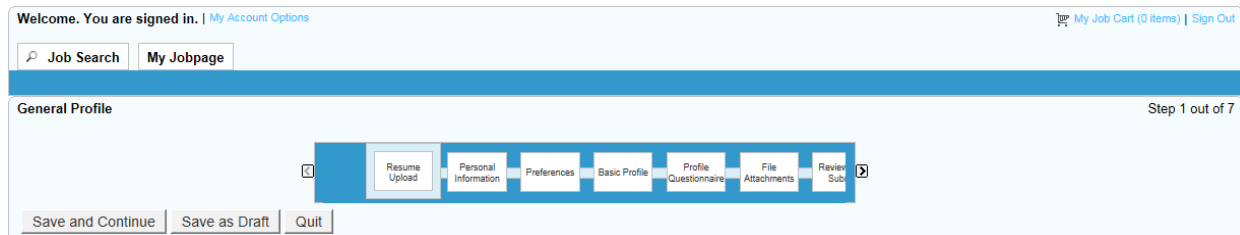
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(2) You will be required to indicate agreement with the **Privacy Agreement**, presented prior to proceeding. Click, '**I Accept**'.

(3) To access the **Applicant Profile** page, select the dropdown link next to your user name, located towards the top of the page and click '**Profile**'.



Note: A flow chart is displayed at the top of each screen which indicates your progress. At any time during the Profile data entry, you may 'Save as Draft'.



(4) Resume Upload- Add a resume using the following three options:

- I. Upload a resume from LinkedIn
- II. Upload a resume from a file
- III. Complete the resume data using manual entry

Note: Any resume uploaded will be used to pre-populate information into the remaining fields of the profile where applicable. You will be able to upload additional attachments later in the process.


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Resume Upload

Profile Upload

You can submit personal and professional information by uploading a resume or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.
If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Upload data from



Or upload a resume

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Paste the resume

No thanks, I will fill out the online submission manually

- (5) Personal Information- Complete the remaining mandatory fields within the Personal Information page. Mandatory fields will be marked with a red asterisk.

You will also be asked to indicate how you heard about the job opportunities available within our organization.

Mandatory fields are marked with an asterisk.*

Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

*Source Type

Job Board

*Job Board

Select One...

Personal Information

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Personal Information

Please enter all relevant personal information in the fields below.

*First Name Middle Name *Last Name

*Street Address (line 1)

Address (line 2)

*City *Zip/Postal Code

*Place of Residence

Country

State/Province

Region

Nearest Major Metropolitan Area

*Primary Number

Home Phone Number Work Phone Number Cellular Number

*Email Address

(6) Preferences- The Preferences page allows you to identify your personal preferences in three categories including:

- I. **Job Field**
- II. **Location**
- III. **Organization**

Note: Preferences are used by Taleo to automatically identify jobs that are of interest to you, and notifications can be turned on so you receive a communication when a posting meets your preferences. Preferences are constantly updating based on the criteria of the jobs you apply to – be sure to periodically check preferences to be sure you are receiving emails based on your current interests.

- I. To set a **Job Field** preference, click the '**Job Family**' drop-down list, select a value, and click '**Add to List**'. Once all preferences have been added click '**Save and Continue**'.

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Step 3 out of 7 | Print

Resume Upload Personal Information Preferences Basic Profile Profile Questionnaire File Attachments Summary

Page 1 out of 3

Other

Job Field Preferences

Add to List Reset

Save and Continue Save as Draft

Page 1 out of 3

II. To set a **Location** preference, select a value for all three drop-down lists, including:

- State/Providence**
- City**
- Work Location**

As a selection is made another drop down will appear to drill down to the work location. Once all location preferences have been added, click **'Save and Continue'**.

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Location".

Location

State/Province
Select one...

Add to List Reset

Location Preferences

Save and Continue Save as Draft

Page 2 out of 3

III. To set an **Organization** preference, click the **'Organization'** drop-down list, select a value and click **'Add to List'**. Once all organization references have been added, click **'Save and Continue'**.

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

Organization

Company
Select one...

Add to List Reset

Organization Preferences

Save and Continue Save as Draft

Page 3 out of 3

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- (7) **Basic Profile Information-** On the Basic Profile Information page, fill out the additional preferences and attributes about desired jobs.

Basic Profile

Basic Profile Information

Indicate your employment preferences, conditions and interests in the fields below. Please note that advance notice and minimum annual salary are not used in the logic to determine which job opportunities will be emailed to you.

| | |
|--|------------------------------------|
| Employee Status | Schedule |
| <input type="checkbox"/> Regular | <input type="checkbox"/> Full-time |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Limited Term / Per Diem | <input type="checkbox"/> Per Diem |
| <input type="checkbox"/> Contractual / Per Visit | |

| | |
|--------------------------------------|-----------------------|
| Shift | Advance Notice |
| <input type="checkbox"/> Day Job | Not Specified |
| <input type="checkbox"/> Evening Job | |
| <input type="checkbox"/> Night Job | |
| <input type="checkbox"/> Rotating | |

Minimum Annual Salary

Enter either Annual Salary or Hourly Rate
(\$\$,,\$\$,,\$\$ or \$\$,\$\$ -- No Text)

Job Posting Notification

You may be contacted if a recruiter searches the database for candidates with information that matches what you have indicated on your profile.

Please select if you would like to receive emails from recruiters based on your profile.

Save and Continue

Job Posting Notifications may be enabled if desired. To enable notifications, select the “**Please select if...**” checkbox. These notifications are emailed to you notifying you of a position that matches information in your profile.

Note: Salary and Advance Notice fields do not factor into the auto matching of jobs and sending of email notifications.

- (8) **File Attachment-** On the File Attachment page, you can attach documents to your profile. Files could include Cover Letters, Certifications, and References. To add a file, click the ‘**Choose File**’ button to search for files and then click ‘**Click to Attach**’. Once finished, click ‘**Save and Continue**’.

Note: If a resume was attached in Step 1, it will appear in the search box automatically.

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File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

- (9) Review and Submit – On the Summary page, review each section of the profile to ensure the information is accurate. If any section requires updating, click the **'Edit'** link in the associated section header. Once all entries have been reviewed, click **'Submit'**, to complete your Applicant Profile creation process.

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information

The information entered into the Applicant Profile will pre-populate each time you apply for a position, streamlining your application process and taking less time to apply. However, the information populated can be edited on each specific job submission.

Note: You will not be given the option to upload a new resume at the start to pre-populate information once you've initially done so. If you need to update information you will need to do so manually and you have the ability to manage resumes, cover letters, etc. in the attachments section.


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Job Specific Application

Note: You may search for jobs without registering or creating a login account. However, a registration and a login account are required before you can apply to a job or create an applicant profile.

Before you can apply for a position, a login must be created, and a new account set up. It is also recommended that you set up a **General Profile** as well.

(1) From the external career site click **‘Sign In’**.



(2) Either enter your login information and select **‘Existing Applicant Login’** or select **‘New User’** to create an account.



Login

New Users please select 'Click here to Create a New Account'

Returning Users please enter your User Name and Password below and select 'Existing Applicant Login'

- Your account will be temporarily locked after 5 unsuccessful login attempts
- If you forget your User Name or Password, please utilize the 'Forgot your user name?' or 'Forgot your password?' link and follow the instructions on the screen to receive your login credentials
- If you receive a message that "The value you have entered in the field 'User Name' does not correspond to a registered user", please create a new account by clicking on 'Click here to Create a New Account'

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

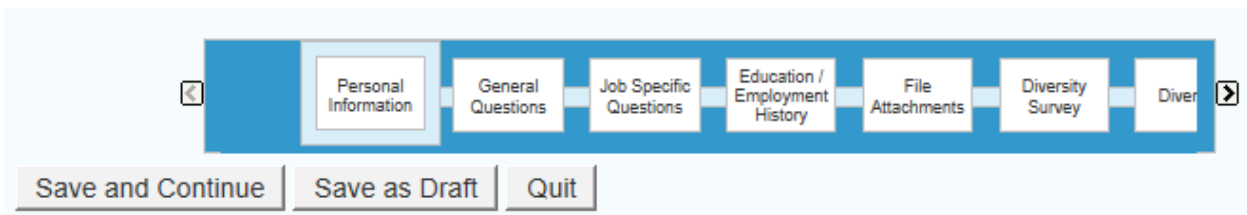
Once you have logged in you are able to apply to positions.

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(3) To apply for a desired job, click the **'Apply'** button located to the next of the listing on the **Job Search** page.

| Job Title | Recruiting Department | Location | Actions |
|--|------------------------------|-------------------------------|---|
| NURSE, STAFF | | NH-Bedford-MGH Bedford | Apply  |
| FINANCIAL ANALYST (306) | | NH-Bedford-MGH Bedford | Apply  |
| ADULT GI TECHNICIAN <small>ryals</small> | | MA-Walpole-NWH Walpole | Apply  |
| 3RD CLASS ENGINEER - ryals | | MA-Walpole-NWH Walpole | Apply  |
| SOCIAL WORKER, MSW | NSMC Case Management | MA-Swampscott-NSMC Swampscott | Apply  |
| ELECTRICIAN | MGH Transportation Services | MA-Stoneham-MGH Stoneham | Apply  |
| ELECTRICIAN - CH | MGH Admitting & Registration | MA-Stoneham-MGH Stoneham | Apply  |

Note: The application process contains a series of steps. For each posting, there will be a flowchart displayed at the top of the screen indicating the steps. You may click 'Save as Draft' to save your application at any point prior to submitting.



(4) On the **Personal Information** page, fill in any necessary information based on the required fields (marked with a red asterisk). Once all information has been reviewed, click **'Save and Continue'**.

This page includes the Source Tracking, where you must select from the Source Type drop down and then select how you specifically heard about the job.

Note: If a General Profile exists, then Taleo will default any available information contained in the profile. This information can always be updated as needed.

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- 5) On the **General Questions** page, please answer the questions asked of all individuals who apply for positions. Once all questions have been answered, click **'Save and Continue'**.

General Questions

Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

***1** Are you 18 years or older?

Yes
 No

***2** Are you legally authorized to work in the United States? Verification will be required upon hire.

Yes
 No

***3** If you are currently working or have worked at one of the Partners HealthCare affiliates listed below, please select 'Yes'.

Partners HealthCare
Brigham & Women's Hospital, Brigham and Women's Physicians Organization
Massachusetts General Hospital, Massachusetts General Physicians Organization
MGH Institute of Health Professions
Brigham & Women's Faulkner Hospital
Cooley Dickinson Health Care
Martha's Vineyard Hospital, Windemere Inc.
McLean Hospital
Nantucket Cottage Hospital
Neighborhood Health Plan
Newton-Wellesley Hospital
North Shore Medical Center, North Shore Physicians Group
Partners Community Physicians Organization (formerly PCHI)
Partners HealthCare at Home, Partners Private Care
Spaulding Hospital Boston & Cambridge, Spaulding Hospital Cape Cod, Spaulding Hospital North Shore, Spaulding Nursing & Therapy Centers
Wentworth-Douglass Hospital

Yes
 No

If Yes, use the text box to indicate which affiliate and include the position and dates of employment on your resume/application. This information will be verified.

***4** Will you now or in the future require sponsorship for employment visa status? (e.g. H-1B Visa Status or OPT)

Yes
 No

- (6) If any **Job Specific Questions** are required, those questions will be presented next. Once all questions have been answered, click **'Save and Continue'**.

Job Specific Questions

Mandatory fields are marked with an asterisk. *

Questionnaire

Please answer the following questions as accurately as possible.

***1** Are you a Licensed Registered Nurse in Massachusetts?

No Selection ▼

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- (7) On the **Education and Employment History** page, fill in any relevant information regarding previous educational and employment experience. Required fields are marked with a red asterisk. Once all education and employment entries have been entered, click **'Save and Continue'**.

Note: If you uploaded your resume, or loaded your resume from LinkedIn, the parsing function should populate the Education and Employment History data. Please review the information that was parsed and make any necessary corrections.

Note: Most fields including Institution, Program, Employer, and Job function have search lists. However free-form text entries are also accepted. You are also able to add additional entries.

Education / Employment History

Mandatory fields are marked with an asterisk.*

Education

List the educational experiences below, starting with the most relevant education. You must specify 1 education entry.

Education 1

Institution

Select

Program

Select

Work Experience

List the work experiences below, starting with the most relevant one. You must specify 1 work experience entry.

Work Experience 1

Current Job

Please indicate if this is your current job.

*Employer

Select

*Job Function

Select

If none, type N/A.

If none, type N/A.

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- On the **File Attachment** page, add any additional files such as Cover Letter or references. To add a file, click **'Choose File'** to search for a file and then select a file. Once a file has been selected click **'Click to Attach'**. When finished, click **'Save and Continue'** to proceed.

Note: Files may be removed from the application by checking the 'Relevant Files' box, then 'Delete'.

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

- You will be presented with self identification questions. You may select the option of not wishing to disclose if you do not want to provide this information.
- On the **eSignature** page, acknowledge the information within the statement and sign the application by entering your full name. When finished, click **'Save and Continue'**.

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

The information supplied on this application and/or attached resume is true and complete to the best of my knowledge. I understand and agree that any false information or material omissions of fact may disqualify me from further consideration for employment, or may be considered justification for dismissal if I am hired.

I understand that any offer of employment is contingent upon my ability to comply with United States Citizenship and Immigration Services requirements concerning my identity and right to work in the United States, satisfactory Massachusetts and multi-state criminal background checks and satisfactory responses from my educational and/or employment references. I understand and hereby consent to a pre-employment health screening (if applicable) and understand that any offer of employment is contingent upon satisfactory results of that screening.

I hereby authorize release to Partners HealthCare System or any of its affiliates any or all reference information with respect to my academic and/or employment records including final evaluations and recommendations for future employment.

I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

In the event that I am employed by Partners HealthCare System or any of its affiliates, I agree to comply with all applicable rules, regulations, directives, policies and procedures. I understand that unless otherwise specified, employment is "at will" and may be terminated by me or the affiliate at any time.

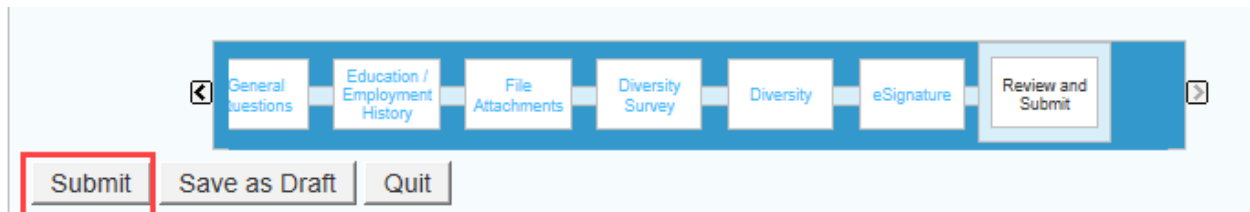
Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name:

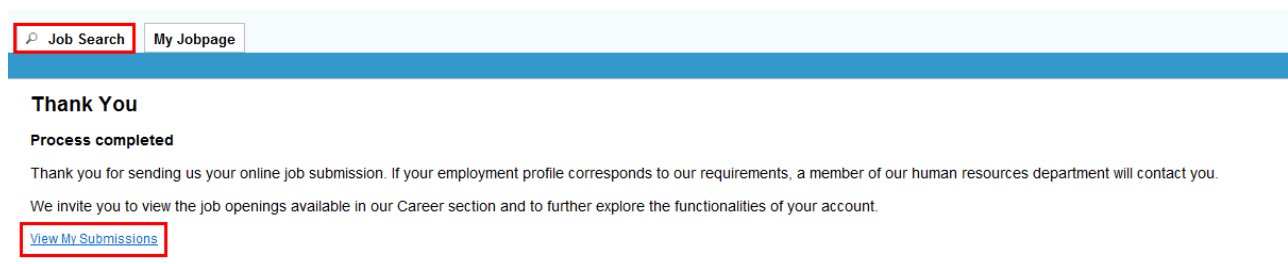
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(11) On the Review and Submit page, review all of the information provided on the application. If updates are necessary, click the **'Edit'** link within the associated section header. Once the application is ready for submission, click **'Submit'**.



When an application is submitted, a confirmation message will be displayed, signifying the completion of the application process.

To return to the homepage, click the **'Job Search'** link.



Note: You can only apply to each job once. However, you are able to update your application after you have applied. To make updates please do so by editing the submission.

You will no longer be able to access or edit a submission when the position closes.

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(12) To view submitted job applications click **My Jobpage>My Submissions>View/Edit Submissions** or simply click the **'View/Edit Submission'** from the **Job Search** Page.

Job Search **My Jobpage**

My Submissions | My Job Cart | My Saved Searches

My Submissions (3 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:
25

Completed Submissions

NURSE, STAFF - Full-time
NH-Bedford-MGH Bedford
Job Number: NUR030002
Job Status: Active (Accepting Job Submissions)
Submission Status: Completed – Updated: Jun 24, 2015
View/Edit Submission | Withdraw

Job Search **My Jobpage**

Keyword Job Number Job Field [View All Jobs](#) [Advanced Search](#)

Job Openings 1 - 25 of 173 [RSS](#)

Organization: Partners HealthCare (65) McLean Hospital (33) Massachusetts General Hospital (11) Brigham & Women's Hospital (9) Bringham & Women's Faulkner

[Multi-line](#)

| Job Title | Recruiting Department | Location | Actions |
|--|-----------------------|------------------------|-----------------------------|
| <input checked="" type="checkbox"/> NURSE, STAFF | | NH-Bedford-MGH Bedford | View/Edit Submission |

Note: You can only apply to one job at a time, but are able to add multiple jobs to your cart to come back and apply to.

...

Job Description

ADMINISTRATIVE ASST., WEEKLY-test - (3000335)

Description

Kendra Copithorne

[View All Jobs](#)
[Advanced Search](#)

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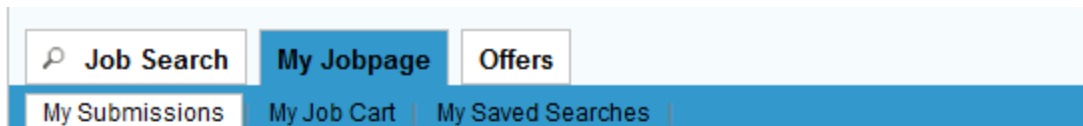
FAQ #1 – How to find the Job ID# for a Position

1. Log into your Taleo Account
2. Select the **'My Jobpage'** tab. It will default to the **'My Submissions'** tab.



My Submissions (10 job submissions found)

3. Find the position you are inquiring about, the **'Job Number'** will be listed




My Submissions (10 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:

25 ▾

Completed Submissions

 **Access Facilitator - NHC TESTING**  - Full-time
MA-Boston-Boston - 101 Merrimac - PHS
Job Number: 3000806
Job Status: Active (Accepting Job Submissions)
Submission Status: Completed – Updated: Jul 29, 2015
[View Submission](#)

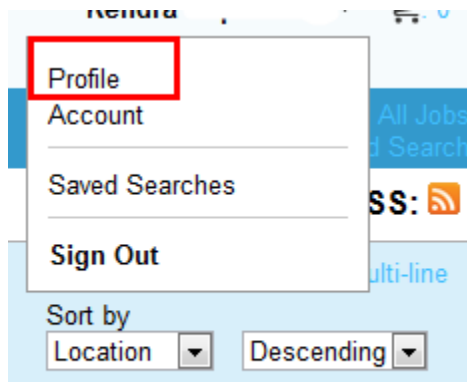
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FAQ #2 – How to View or Edit a Profile or Job Submission

Once you have applied for a position, you do not need to re-apply to make changes. If you need to update personal information or preferences you may do so in your profile. If you need to edit information specific to a job submission you may do so as well.

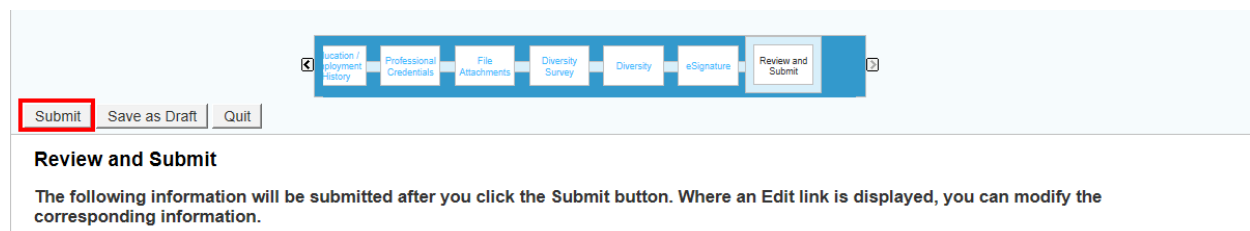
To Edit or View a Profile:

1. Log into your Taleo Account
2. In the top right hand corner, select the pull down arrow next to your name. (If you do not see your name, you are not logged in)
3. Select **'Profile'**.



Actions

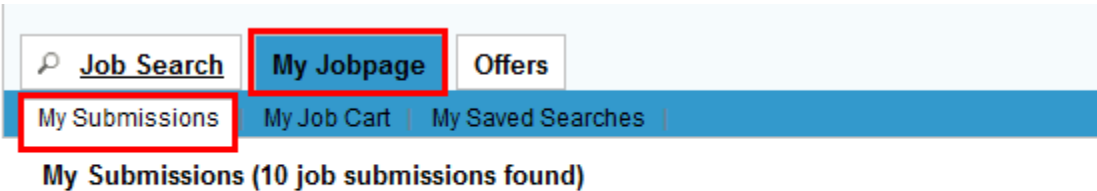
4. If you have completed the profile, you will be brought to the summary page. You have the option to **'Edit'** each sub section, the **'Edit'** option is located next to the following sub sections:
 - a. Personal Information
 - b. Preferences
 - c. Basic Profile
 - d. File Attachments



Taleo – External Applicant

To Edit or View a Job Submission:

1. Log into your Taleo Account
2. Select the **'My Jobpage'** tab. It will default to the **'My Submissions'** tab.



This page displays all relevant details related to your draft and completed submissions.

3. Select **'View/Edit Submission'**. (If you do not have this option, that means the position is no longer accepting applications for the job – you will only have the ability to view what you previously submitted)
 - a. You also have the option to **'Withdraw'** from your position. You should only withdraw your submission if you no longer want to be considered for that specific job, otherwise edit the information you would like to change/update.

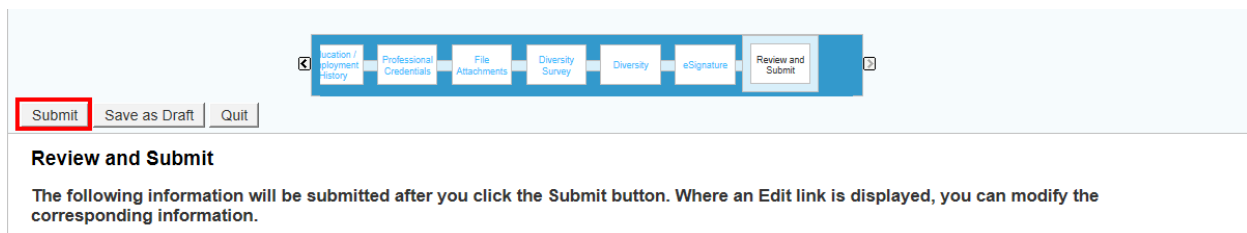
 **NURSE, STAFF**  - Full-time
NH-Bedford-MGH Bedford
Job Number: NUR030002
Job Status: Active (Accepting Job Submissions)
Submission Status: Completed – Updated: Jul 9, 2015
[View/Edit Submission](#) | [Withdraw](#)

 **ACCESS FACILITATOR - TEST**  - Full-time
MA-Boston-Boston - 101 Merrimac - PHS
Job Number: 3000504
Job Status: Inactive (No Longer Accepting Job Submissions)
Submission Status: Completed – Updated: Jul 1, 2015
[View Submission](#) ←

Taleo – External Applicant

4. You will be brought to the summary page. You have the option to **'Edit'** each sub section, the **'Edit'** option is located next to the following sub sections:

- a. Personal Information
- b. General Questions
- c. Job Specific Questions (Not all jobs have specific questions)
- d. Education/Employment History
- e. Professional Credentials
- f. File Attachments
- g. Diversity Survey (You may not see this sub section depending on the job you applied for)
- h. Diversity



Taleo – External Applicant

FAQ #3 – How to access your internal Taleo Profile to search/apply for positions as an External applicant upon leaving employment

Once you terminate employment, you will no longer be able to apply as an internal candidate. To ensure that you have access to your application history and are able to use the same account you used (or could have used) as an internal candidate, please update your email address in your internal candidate account prior to your termination. You can do this by logging into PeopleSoft, clicking on the Taleo link and then the Employee Job Search link. Once in Taleo please update your email address with your personal email. After you terminate employment, you can visit the career site and log in using your former employee ID as your logon. You can then request a new password using the 'Forgot Password' functionality and follow the instruction in the email that will be sent to you. If you have any issues, you can email askmyhr@partners.org.

Steps you will need to complete to search and apply for jobs:

- Log into your account here: <http://www.partners.org/careers/system-job-search.aspx>
 - From here you are able to access your 'My Account' options to update personal information such as password and email address. You will not be able to edit your username.
 - From here you are also able to search and apply to all open positions across all Mass General Brigham affiliates.

Taleo – External Applicant

FAQ #4 – How to filter by Organization, Location, Job Field, Job Schedule, Job Shift, or Employee Status

1. On the Career Site you are able to filter jobs by the criteria along the left hand side of the page.

The screenshot shows the Taleo job search interface. On the left, there are three filter sections: Organization, Location, and Job Field. The Organization section is highlighted with a red box and contains the following items:

- Massachusetts General Hospital (MGH) (889)
- Brigham & Women's Hospital (BWH) (553)
- Partners HealthCare(PHS) (226)
- North Shore Medical Center (NSMC) (226)
- Newton-Wellesley Hospital(NWH) (179)
- [Show more...](#)
- [See all organizations](#)

The Location section contains:

- Massachusetts (2625)
- City**
- Boston (1463)
- Salem (192)
- Work Location**
- MGH Main Campus (577)
- Boston - BWH Main Campus (398)
- [Show more...](#)
- [See all locations](#)

The Job Field section contains:

- Nursing (424)
- Admin/Clerical/Cust Service (354)
- Research (265)
- Social Services/Mental Health (181)
- IT/Health IT/Informatics (169)
- [Show more...](#)
- [See all job fields](#)

The main content area shows a list of job openings with the following columns: Job Title, Recruiting Department, Location, and Actions. The list includes various roles such as Billing Rep I, Manager, Emergency/Community Hospital Psychiatric Clinician, Medical Assistant, Occupational Therapist, Academic Program Director, Case Manager, Environmental Services Aide, Nurse Manager, SWR Nursing Assistant, SWR Receptionist, SWR RN Supervisor, SWR Administrative Coordinator, SWR Director of Social Services, SWR Nursing Assistant, and SWR Registered Nurse.

| Job Title | Recruiting Department | Location | Actions |
|--|---------------------------------|--|---------|
| Billing Rep I - Located in Bedford NH - 3rd Party experience preferred! | MGH Professional Billing Office | NH-Bedford-MGH Bedford | Apply |
| MANAGER, BILLING/AR REC (CREDIT RESOLUTION) Bedford, NH | MGH Professional Billing Office | NH-Bedford-MGH Bedford | Apply |
| EMERGENCY/COMMUNITY HOSPITAL PSYCHIATRIC CLINICIAN - Sturdy Memorial/BI Deaconess Plymouth | MCL Emergency Room Contracts | MA-Winchester-MCL Winchester | Apply |
| MEDICAL ASSISTANT(BS/BA PREFD)/PER DIEM/DAYS-BWH SURGERY (WEYMOUTH) | BWH Surgery | MA-Weymouth-BWH Weymouth - BWH Surgical Associates | Apply |
| SRH- Occupational Therapist, Spaulding West Roxbury, SNF | SRH Spaulding West Roxbury | MA-West Roxbury-SRH West Roxbury | Apply |
| ACADEMIC PROGRAM DIRECTOR, IHP | Brigham & Women's Hospital | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| CASE MANAGER | SWR Case Mngt | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| Environmental Services Aide | SWR Env Services | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| NURSE MANAGER (RN) | SWR Nursing | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| SWR Nursing Assistant (pt, eves) | SWR Nursing | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| SWR Receptionist | SWR Reception | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| SWR RN SUPERVISOR (eves) | SWR Nursing | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| SWR ADMINISTRATIVE COORDINATOR | SWR Administration | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| SWR DIRECTOR OF SOCIAL SERVICES | SWR Social Services | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| SWR Nursing Assistant (p/t, nights) | SWR Nursing | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| SWR Registered Nurse (nights) | SWR Nursing | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| SWR Unit Secretary | SWR Nursing | MA-West Roxbury-Spaulding West | Apply |

Taleo – External Applicant

2. Select the check box next to the criteria to narrow down the list of available jobs. The criteria selected will populate above the list of jobs.

Welcome. If you are a returning or new applicant, please explore opportunities, create and/or modify your profile and apply to open positions. Click the Sign in link to get started.

Job Search | My Jobpage

Keyword Job Number Search all organizations (type institution name) [Sign in](#) [View All Jobs](#) [Advanced Search](#)

Job Openings 1 - 25 of 68 [RSS:](#)

Organization: Partners HealthCare(PHS) ● Charlestown ● ← Clear

Company: Partners HealthCare(PHS) (68) [See all organizations](#)

Location: Charlestown (68) [See all locations](#)

| Job Title | Recruiting Department | Location | Actions |
|---|-------------------------|-------------------------------------|---------|
| Financial Analyst II (Contract Reporting & Analytics) | PHS Finance | MA-Charlestown-PHS Schraffts Center | Apply |
| Senior Analyst, Payer Strategy & Contracting | PHS Finance | MA-Charlestown-PHS Schraffts Center | Apply |
| Hyperion Planning Corporate Team Leader 1 | PHS Information Systems | MA-Charlestown-PHS Schraffts Center | Apply |
| HR Staffing Specialist | PHS Human Resources | MA-Charlestown-PHS Schraffts Center | Apply |
| Senior Fundraising Development Officer | PHS Development | MA-Charlestown-PHS Schraffts Center | Apply |

3. You are able to remove the criteria selected by un-checking the check box, or by clicking the 'x' next to the criteria populated above the list of jobs. The full list of available jobs will then be available.
4. If the criteria you are looking for is unavailable, select the 'Show more...' or 'See all' links.

Show More:

link to get started

Job Search | My Jobpage

Keyword Job Number Search all organizations (type institution name) [Sign in](#) [View All Jobs](#) [Advanced Search](#)

Job Openings 1 - 25 of 2632 [RSS:](#)

Organization: Massachusetts General Hospital (MGH) (889) Brigham & Women's Hospital (BWH) (553) Partners HealthCare(PHS) (226) North Shore Medical Center (NSMC) (226) Newton-Wellesley Hospital(NWH) (179) McLean Hospital(MCL) (166) Spaulding Hospital-Boston & Cambridge(SRN,SRH,SHC) (129) Brigham & Women's Faulkner Hospital(BWFH) (74) Partners HealthCare at Home (PHC and PHH) (54) Spaulding Nursing & Therapy Centers(SRN,SWR& SNE) (35) [Show less...](#) [See all organizations](#)

| Job Title | Recruiting Department | Location | Actions |
|--|---------------------------------|--|---------|
| Billing Rep I - Located in Bedford NH - 3rd Party experience preferred | MGH Professional Billing Office | NH-Bedford-MGH Bedford | Apply |
| MANAGER, BILLING/AR REC (CREDIT RESOLUTION) Bedford, NH | MGH Professional Billing Office | NH-Bedford-MGH Bedford | Apply |
| EMERGENCY/COMMUNITY HOSPITAL PSYCHIATRIC CLINICIAN Sturdy Memorial/BI Deaconess Plymouth | MCL Emergency Room Contracts | MA-Winchester-MCL Winchester | Apply |
| MEDICAL ASSISTANT(BS/BA PREFD)/PER DIEM/DAYS-BWH SURGERY (WEYMOUTH) | BWH Surgery | MA-Weymouth-BWH Weymouth - BWH Surgical Associates | Apply |
| SRH- Occupational Therapist, Spaulding West Roxbury, SNF | SRH Spaulding West Roxbury | MA-West Roxbury-SRH West Roxbury | Apply |
| ACADEMIC PROGRAM DIRECTOR, IHP | Brigham & Women's Hospital | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| CASE MANAGER | SWR Case Mngt | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| Environmental Services Aide | SWR Env Services | MA-West Roxbury-Spaulding West Roxbury (SWR) | Apply |
| NURSE MANAGER IPW | SWR Nurse | MA-West Roxbury-Spaulding West | Apply |

See All:

Taleo – External Applicant

Welcome. If you are a returning or new applicant, please explore opportunities, create and/or modify your profile and apply to open positions. Click the Sign in link to get started.

[Job Search](#) | [My Jobpage](#) | [Sign In](#)

Keyword Job Number Search all organizations (type institution name)

[View All Jobs](#) [Advanced Search](#)

Job Openings 1 - 25 of 2637

RSS:

- ▼ Organization
 - Company
 - Massachusetts General Hospital (MGH) (888)
 - Brigham & Women's Hospital (BWH) (552)
 - North Shore Medical Center (NSMC) (227)
 - Partners HealthCare(PHS) (224)
 - Newton-Wellesley Hospital(NWH) (180)
 - [Show more...](#)
 - [See all organizations](#)
 - ▼ Location
 - State/Province
 - Massachusetts (2630)
 - City
 - Boston (1466)
 - Salem (193)
 - Work Location
 - MGH Main Campus (578)
 - Boston - BWH Main Campus (389)
 - [Show more...](#)
 - [See all locations](#)
 - ▼ Job Field
 - Job Family
 - Nursing (427)
 - Admin/Clerical/Cust Service (354)
 - Research (266)
 - Social Services/Mental Health

Showing all organizations. Select up to 20 items to add them to your job search.

Filter records:

^ Company

- Brigham & Women's Faulkner Hospital(BWFH)
- Brigham & Women's Hospital(BWH)
- Brigham & Women's Physician Organization(BWPO)
- Cooley Dickinson Hospital (CDH)
- Cooley Dickinson Medical Group (CDP)
- Cooley Dickinson VNA & Hospice (CDV)
- Martha's Vineyard Hospital (MVH)
- Mass General Physicians Organization(MGPO)
- Massachusetts General Hospital(MGH)
- McLean Hospital(MCL)

Cancel

Add

| Job Title | Organization | Location | Actions |
|-------------------------------------|---------------------|---|---------|
| SWR DIRECTOR OF SOCIAL SERVICES | SWR Social Services | Roxbury (SWR) | Apply |
| SWR Nursing Assistant (p/t, nights) | SWR Nursing | MA-West Roxbury-Spauding West Roxbury (SWR) | Apply |