AGNESIAN HEALTHCARE

Apply for a Job On-Line

1. Go to www.agnesian.com

2. Go to 'Career Opportunities'

3. Click on 'Apply Here'

4. Read Mission and Values

5. Click 'Sign in' if wanting to apply (upper right corner). Enter e-mail address and password. *If you are a new applicant click on 'Create an account' and follow the prompts.

6. Search for job criteria by either:
   a. Entering keywords
   b. Division/Entity
   c. Department
   d. Location
   e. Functional Area
   f. Department Name
   g. Entity

7. Click 'Search'

*If you do not adjust the above categories, you will receive all postings for all ministries.

8. To read a brief description of the position click on the job title. If you would then like to apply click '**Apply**'.

9. Fill in the blanks. Red * are mandatory fields.

10. After completing the blanks, click '**Apply**'.

11. Click "I'm Done"

Additional Features:

Job Search   Job Applications   Saved Jobs   Job Alerts   My Candidate Profile

Job Applications: View all job(s) for which you have applied.

Saved Jobs: Option to save a job to apply later. When doing a job search and you see a position you are interested in but do not have time to apply, click 'save job' under Actions.

*Positions may only be posted for 7 days.

Job Alert: Create an e-mail alert to notify you of a desired position(s).

Create a Job Alert

1. Click 'Careers' tab
2. Click on 'Job Alerts'

Home Goals Performance Compensation Development Recruiting **Careers** Company Info My Employee File Reports
Job Search   Job Applications   Saved Jobs   Job Alerts   My Candidate Profile
Job Alerts
Click "Create New Job Alert" to start setting up a Job Alert.

Create New Job Alert

3. Click on '**Create New Job Alert**'
4. Fill in criteria
   - Alert Name
   - How frequently you would like updates
   - Specific job area
   - Specific Department, if any
   - Specific Entity, if any
5. Click '**Save**'
6. Criteria will be saved under 'Job Alerts'.

Create New Job Alert	✕
*Job Alert Name:	[ ]
*Alert Schedule:	- Select -
Keywords:	[ ]
Functional Area:	No Selection
Department Name:	No Selection
Entity:	No Selection

Save   Cancel

7. You will be sent an e-mail notifying you of any positions that meet your criteria until the expiration date. You may also click on the alert name to view current openings that match your criteria.

Job Alerts
Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to ten Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
ICU RN	12/14/2009	06/12/2010	Daily	Select

Create New Job Alert