



## \*External Applicants

### How to Apply Instructions for a Lifespan Job Opening

[www.lifespancareers.org](http://www.lifespancareers.org)

#### 1. How to access the site:

- a. From any computer with internet access go to [www.lifespancareers.org](http://www.lifespancareers.org)
- b. You must have an active email address to apply for a position and receive correspondence regarding your application. If you do not have one, go to [www.hotmail.com](http://www.hotmail.com) or [www.yahoo.com](http://www.yahoo.com) and register for a free email account.

#### 2. How to View Jobs:

- a. Select **Search all job openings and apply online**
- b. Search for job openings by **Job Number**, **Keywords**, **Job Field** or **Organization**
- c. **Job Field** drop down will list job categories. For a list of jobs within each category, refer to External Applicant How to Apply FAQ at [www.lifespancareers.org](http://www.lifespancareers.org)
- d. **Organization** drop down will allow you to choose a specific Lifespan affiliate and search for jobs at that location

#### 3. How to Register:

- a. When you are ready to apply for a specific position, select **Apply** and you will be directed to a log in screen
- b. First-time users select, **New User** to create a unique user name (at least 6 characters using a combination of numbers and letters), password and provide a (required) email address

#### 4. How to Apply:

- a. Once you have created a user name and password you will continue the step-by-step process of applying for the job you selected
- b. Select **Save and Continue** after each step is completed. The last step, after reviewing a Summary of your application, is to submit your application by selecting **Submit**
- c. Please provide all applicable education and work history by attaching a resume or completing the **Education & Work Experience** sections
- d. You can then **Sign Out**, go to **My Jobpage** to review your submissions, job cart, and saved searches or continue your job search by selecting **Job Search**
- e. At any time during the application process, if you wish to leave and come back later, select **Save as Draft**

#### 5. How to Check the Status of a Submitted Application:

- a. Go to [www.lifespancareers.org](http://www.lifespancareers.org)
- b. Select **Search all job openings and apply online**
- c. **Sign In** by entering your user name and password
- d. Select **My Jobpage**
- e. Options listed are: **My Submissions**, **My Job Cart**, **My Saved Searches**
- f. Select **My Submissions** to review Submission Status and email messages. All of the information that can be reported on your application submission is found here. Calling Human Resources will not provide additional information on your application status.

\***External Applicants** are applicants not currently on Lifespan's payroll.

**Current employees**, employed at a Lifespan affiliate and on Lifespan's payroll, must apply through the Lifespan Intranet (<http://intra.lifespan.org>).

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