VANDERBILT **V** UNIVERSITY
MEDICAL CENTER

QUICK REFERENCE GUIDE FOR CANDIDATES

How to Apply

Applying to a Posted Job

1. Access the career section by opening a Browser and entering: **http://hr.mc.vanderbilt.edu/careers/**

2. Click the External Applicants link to the right of the page:

3. You can search by various fields from the requisition including:

Job Number
Keyword
Job Field
Organization
Radius Search near your zip code or city.

You may also click the **Advanced Search** tab to search by:
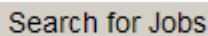
Shift
Posting Date
Urgent Jobs

4. When you are ready to locate your job...

Click the **Search for Jobs** button.

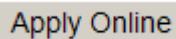5. Locate the title of the position you wish to view or apply to.

Click the **Job Title** link.
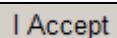
Example: Administrative Asst I

6. After you have reviewed the job description...

Click the **Apply Online** button.
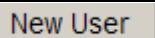
7. Review the Privacy Agreement.

Click the **I Accept** option.

8. If this is the **first** time you have applied to a position at Vanderbilt, you are required to register as a New User.

If you are a returning candidate click Login.

Click the **New User** button.

9. Create a new user by entering:

User Name
Password
Email

Click the **Register** button. Register

10. **Result:** You are now on the application pages. You can see an outline of the pages you have to complete in the upper portion of the screen.

11. Next, you will either upload a resume for the system to extract personal, education, and work experience information, or you may proceed without uploading and build your resume online.

Click the **I do or do not want to upload a resume** option.

○ I do not want to upload a resume.
◉ I want to upload a resume.

12. If you chose to upload a resume, use the browse button to locate your resume. Follow the online instructions to finish this action. Browse...

If you did not upload a resume...

Click the **Save and Continue** button. Save and Continue

13. You may copy and paste your resume into the Plain Text Resume field.

You may also type or paste a cover letter to submit along with the candidate record.

Finally, from this page you may also attach any files you wish to accompany your resume and/or cover letter.

Example:
Transcripts
Certifications
Letters of recommendation
Click the **Save and Continue** button. Save and Continue

14. Result: You arrive at the Personal Information page.

Fill out all required fields as indicated by a red asterisk.

Review and update your Work Preferences.

Review and update your Education Experience.

Add any Certifications.

15. Click the **Save and Continue** button. Save and Continue

16. Review and update your Work Preferences.

Reminder: Don't forget to click the ADD TO LIST button after entering your Job Family Preferences.

Click the **Save and Continue** button. Save and Continue

17. Review and update your Work Location Preferences.

Click the **Save and Continue** button. [Save and Continue]

18. Review and update your Organizational Preferences.

Click the **Save and Continue** button. [Save and Continue]

19. Answer the Public Records Questionnaire.

Click the **Save and Continue** option. [Save and Continue]

20. Next, you arrive at the Job Specific Prescreening questions.

Also, answer the Source Tracking questions.

Click the **Save and Continue** button. [Save and Continue]

21. Answer the Diversity questions with any answers of your choice.

Click the **Save and Continue** button. [Save and Continue]

22. Add any references if appropriate.

Click the **Save and Continue** button. [Save and Continue]

23. eSign your application.

Click the **Save and Continue** button. [Save and Continue]

24. Review the summary page.

NOTE: If you do not hit the Submit button, your application will not be entered into the database.

Click the **Submit** button. [Submit]

25. You have several other options as a candidate.

Click the **View My Submissions** link. [View My Submissions]

26. Notice that from this page, you can view the history of your job submissions. You can also access and modify your profile and view your job cart and saved searches.

27. Click the **Sign Out** link. [Sign Out]