

# Peoplefluent Recruitment

Associate Guide to  
Applying for Internal Position

The screenshot shows a Microsoft Internet Explorer browser window displaying a web dashboard. The address bar shows the URL <https://carrollhospitalatm.authoria.net/myDashboardAction.action>. The page title is "My Dashboard - Microsoft Internet Explorer provided by Carroll Hospital Center".

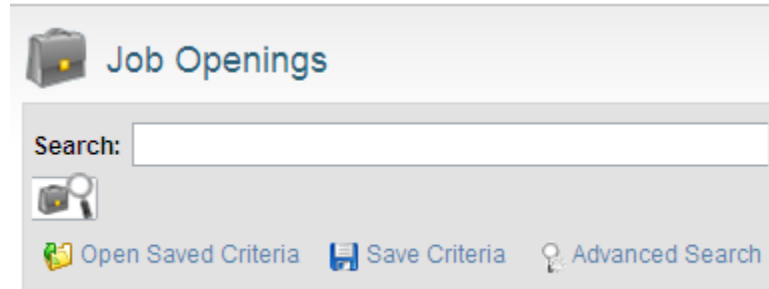
The dashboard content includes:

- Welcome ANN ACKERMAN ( Proxy )** | **My Account** | **Logoff** | **Help ?**
- Recruiter Dashboard** | **My Dashboard**
- About Me**: My Position: HR SYS & COMP ANALYST; My Department: HUMAN RESOURCES. Navigation icons for Profile, Journal, Goals, Performance, Clinical Evaluations, and Recognition.
- My Tasks**: Add/Update your progress against 2011 ANNUAL REVIEW GOAL LEVEL C goals.
- My Candidates (for my Requisitions)**: Total 0. No candidates to summarize. recently viewed.
- My Company**: ANN S ACKERMAN - HR SYS & COMP ANALYST.
- Job Openings**: Search: [input field]. Open Saved Criteria, Save Criteria, Advanced Search. No Search Results.

The Windows taskbar at the bottom shows the Start button, several open applications (Carroll Hospital Cen..., Lawson portal - Emp..., Outstanding issues ...), and the active window "My Dashboard - ...". The system tray shows the time as 1:59 PM.

Log in to Peoplefluent (<https://carrollhospitalatm.authoria.net>). Notice that your dashboard has changed to include the JOB OPENINGS widget.

You can search for a position by the Job Title



Or, you can search for a Position by clicking on the Search icon



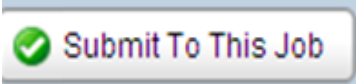
Either Search method will produce a list of open positions

A screenshot of the "Job Openings" search results page. It shows a table with five rows of job listings. The table has columns for Actions, Title, Organization, Posting Date, and Location. Below the table, there is a link that says "Displaying first five matches. Click here to see more" with a circular arrow icon.

Actions	Title	Organization	Posting Date	Location
	Surgical Tech, Certified First Assist	POST ANESTHESIA CARE UNIT	03/16/2012	
	Executive Director, Oncology Service Line	NURSING ADMINISTRATION	03/16/2012	
	Patient Care Tech	IMC	03/16/2012	
	Charge Entry Specialist	ER REGISTRATION	03/16/2012	
	Longterm Care Phlebotomist	LABORATORY	03/16/2012	

Displaying first five matches. [Click here to see more](#)

Once you find the position you're interested in, click on the Job Title to learn more about the position. From here, you can email the job link to a friend or you may Submit to this Job



## Opening Details - Longterm Care Phlebotomist

### Overview

"Internally posted jobs are available only to associates within your company; they are not posted to any external career sites or job boards. Externally posted jobs are available to both the associates as well as individuals outside of your company through external career sites and job boards. Based on the job posting you are looking at, you may be able to submit to a job, or not. This is an internal job posting. You may submit to this job using the "Submit To This Job" button. To send these details to a friend, select the external job posting using the box on the top right-hand corner of this page." [More...](#)

### Details



Title: Longterm Care Phlebotomist

Requisition Id: 7210-120312-168

Description:

#### Job Description

LONGTERM CARE PHLEBOTOMIST

#### Competencies

E-Mail To Friend

Submit To This Job

Close

Selecting Submit to this Job will launch the 4-Step Application Wizard.

### Resume and Additional Attachments



<b>Step 1</b>	<b>Resume and Additional Attachments</b>
Step 2	Candidate Information
Step 3	Education and Work Experience
Step 4	Qualifying Questions

#### Resume Options

Would you like to submit a resume with your job application?

No  
 Yes

Select a previously uploaded resume or [Add a new one.](#)

**Uploaded Resumes :**

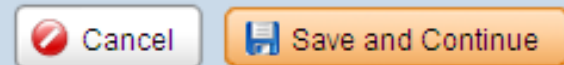
#### Additional Attachments

Select the checkbox next to each attachment you want to include in this submission and/or click the Add button to add a new attachment. Additional attachments can include cover letters, work samples, or any other additional documents related to this job.

*No attachments are associated with the contact.*

The Add button is disabled because there are no types configured for adding attachments.

After each step, click on Save and Continue



At the end of Step 4, Click on Finish.



Your internal application will be sent to a Recruiter in Human Resources!