

Accessing Careers (www.providenceiscalling.jobs)

Interested in working for Providence?

Please select the link that applies to you

I am a current Providence employee:	I want to work for Providence:
Alaska California Montana Oregon Washington	Alaska California Montana Oregon Washington

Non-Providence

Click on the **Region** link – the systems take you to the Job Search page. You do **NOT** need to Sign In to view open position. You will need to create an account if you want to apply for any open positions.

Creating an Account

1. From the Login page, click the **New User** button
2. Enter your: a) **User Name**, b) **Password** (twice), and c) **Email Address**, and then click the d) **Register** button.

Login

To access your account, please identify "New user" and follow the instructions

Mandatory fields are marked with an asterisk

*User Name

*Password

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

Login **New User**

1

New User Registration

Please take a few moments to register

Mandatory fields are marked with an asterisk

2a *User Name

*Password

2b *Re-enter Password

2c Email Address

2d Register Cancel

Your password is case sensitive, and must be at least 8 characters in length.

Forget Your User Name

1. From the Login page, click on the **Forgot your user name?** link
2. Enter your **Email Address**, then click **Validate**. Note: If you do not remember your email address, just click **Validate**. Fill in your First and Last Names, then click **Validate**. The system will try to find your User Name.

Forget Your Password?

1. From the Login page, click on the **Forgot your password?** link
2. Enter your **User Name** and **Email Address**, and then click the **OK** button. An email is sent to your email address with instructions.
3. From your email, click the **enter your new password** link provided.
4. Enter your **User Name** and **Access Code** provided on the email, and then click the **Sign In** button.
5. Enter your **Access Code** again, enter your **new password** (twice), and then click the **OK** button.



Job Search – Finding a Job

- Use the Basic Search to find jobs based on a specific Job Number, Keywords, one or more Job Categories, Zip/Postal Code Radius or Location, or any combination.
- You can save your search criteria at any time to be used later

Applying to a Job



Use the **Save and Continue** button to move through the application process. You can always go back to a previous section by clicking on the process box. You cannot skip a process box. You can always return back to your application at any time before your Submit it.

NOTE: The application process will start you on “My Personal Information”

1. If you are applying to a job for **the first time** using this system, you can upload your resume. The system will take information from your resume and update your application. You need to make sure that the information is correct on your application. Click on “**My Resume**” to upload your resume.
2. Provide information in all fields marked with an asterisk (*). This is where you can receive an email whenever there is a job opening matching your skills and interests.
3. Attach other documents if they apply to the job you are applying to. This is **optional** – simply click “Save and Continue”
4. Specify your preferences for a job. This is particularly useful in searching for jobs matching your profile.
5. You can specify one or more Job Categories, as well as Locations. Again use in searching for jobs matching your profile.
6. Review your application, and make any necessary changes. Your last step is to click the **Submit** button. **You cannot change your application once it has been submitted.**

Frequently Asked Questions

Welcome. You are signed in **My Account Options**

- *How do I change my email address?* You must first log in, then click on **My Account Options** (located above the Job Search and My Jobpage tabs). Your email address is located in the Personal Information section.
- *How do I change my password?* Use the “Forgot Your Password” function. You will need to provide the email address that is defined to your User Account.



- *How do I check if I applied to a job?* Review your **MySubmissions** page - the system will list all jobs you have applied for in the past.
- *Where do I find jobs that I have added to my Job Cart?* Any jobs that you have added to your job cart can be found on the **My Job Cart** page. If you submitted your application for a job, it will no longer be in your cart.



- *How do I get an email notification of jobs matching what I'm looking for?* You can turn on or off the email notification at any time by accessing your **Profile**, and updating the indicator located in your My Personal Information Section.
- *How do I access my Profile?* The link to **Access my Profile** is located in the Help section (on the right)



Answer the call