Accessing Careers (www.providenceiscalling.jobs)

Interested in working for 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 positions. 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.

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.

Protect your Information – Please Sign Out when Finished
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

• 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).

Protect your Information – Please Sign Out when Finished