

How to Update or Submit a Resume for a Returning Applicant

1.



Click on the [Create/Update Resume](#) link.

New Window | Help | Customize Page | http

Applicant Home

[Create/Update Resume](#)
Create an online resume or update submitted resume information.

[View Job Postings / Apply for Job](#)
Search for Job Postings

[Job Search Agent](#)
Set up your own search criteria for job requisitions and we will notify you by e-mail when opportunities meeting your search criteria are available.

Any Job Search Agent profiles created will remain active for 60 days since the last date it was modified.

Returning applicant please sign in below.

*Email Address:

*Password:

[I Forgot My Password](#)

The following screen is displayed.

Apply for Job

Identification

If you have registered previously, please enter your Email Address and Password, then click Sign On. If you are signing on for the first time, please click the new registrant hyperlink below.

*Email Address:

*Password:

[I Forgot My Password](#)

[Are you a new applicant? Click here to register](#)

* Required Field

Go To: [Applicant Home](#)

2.



Enter Login and Password.

Applicants who have registered/logged in previously, should complete the following fields:

Field Name	Defaults/ Required	Description
Email Address	Defaults to Blank (Required)	Enter your email address you previously used to login.
Password	Defaults to Blank (Required)	Enter your password.

3.



Select the **Sign On** button.

The Apply for Job -Resume page displays.

Apply for Job

Resume

Sheldon Smith

This page shows your complete resume. To expand or collapse a section click on the triangle to the left of the heading. This page may be printed for your personal records.

Submitted on: 04/15/2005

Jobs Applied for: [2](#)

[My Resume has changed](#) **Collapse All** **Expand All**

Contact Details

Country: United States

Address:

Telephone: **Phone Type:** Other

Email Address: ten001@aol.com **Email Type:** Campus

▶ **Additional Attachments**

▶ **Preferences**

▶ **Employment**

▶ **Employment**

▶ **Languages**

▶ **Licenses and Certificates**

▶ **School Education**

▶ **College/University Education**

▶ **References**

[Return to Sign On](#)

Go to: [Applicant Home](#)

4.



Select the **Expand All** to view the current version of your resume stored in the system.

Apply for Job

Resume

Sheldon Smith

This page shows your complete resume. To expand or collapse a section click on the triangle to the left of the heading. This page may be printed for your personal records.

Submitted on: 04/15/2005

Jobs Applied for: [2](#)

[My Resume has changed](#) **Collapse All** **Expand All**

Contact Details

Country: United States

Address:

Telephone: **Phone Type:** Other

Email Address: ten001@aol.com **Email Type:** Campus

Additional Attachments

Attached File	Purpose	Short Description	Date/Time

Preferences

Geographic Preference

First Choice: **Second Choice:**

Geographic Preference:

Willing to Relocate **Willing to Travel**

Minimum Acceptable Pay Rate

Minimum Pay: **Pay Frequency:** **Currency:**

Desired Employment

Desired Start Date: **Regular/Temporary:** **Either**

Full/Part-Time: **Either** **Desired Hours Per Week:**

Desired Work Days: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**
 Saturday **Sunday**

Desired Shift: Any

Desired Job Category:

Employment

Start Date	End Date	Employer

Languages

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency
Ashanti			

Licenses and Certificates

License or Certificate	Date Issued
Cert Pharmacy Technician	02/13/1997

[View Details](#)

School Education

School Type	School

College/University Education

Degree	Major

References

Name	Title

[Return to Sign On](#)

Go to: [Applicant Home](#)

5.



Review previously applied to jobs.

Select the number link (ex: [2](#)) view the previous jobs you applied for using this resume.

[Apply for Job](#)

Resume

Sheldon Smith

This page shows your complete resume. To expand or collapse a section click on the triangle to the left of the heading. This page may be printed for your personal records.

Submitted on: 04/15/2005

Jobs Applied for: [2](#)

[My Resume has changed](#)

Contact Details

Country: United States

Address:

Telephone: **Phone Type:** Other

Email Address: ten001@aol.com **Email Type:** Campus

- ▶ **Additional Attachments**
- ▶ **Preferences**
- ▶ **Employment**

You are now able to view all the jobs you applied for with the current resume.

6.



Select the highlighted job title (ex: Manager – Financial) to review posing information.

The Job Description page displays.

[Apply for Job](#)

Jobs Applied for

Sheldon Smith

<u>Job Title</u>	<u>Location</u>	<u>Reference</u>
Manager - Financial	Hospital for Joint Diseases	000063
Psychology Intern	NYU Hospitals Center	000060

[Return to Resume](#)

7.



Select the [Return to Resume](#) link.

[Apply for Job](#)

Resume

Sheldon Smith

This page shows your complete resume. To expand or collapse a section click on the triangle to the left of the heading. This page may be printed for your personal records.

Submitted on: 04/15/2005

Jobs Applied for: [2](#)

[My Resume has changed](#)

Contact Details

Country: United States

Address:

Telephone: **Phone Type:** Other

Email Address: ten001@aol.com **Email Type:** Campus

[▶ Additional Attachments](#)

[▶ Preferences](#)

[▶ Employment](#)

8.



If you realize that your resume needs to be updated, select the [My Resume has changed](#) link.

The Apply for Job - Update Resume page displays.

Apply for Job

Update Resume

[Update Contact Details](#)
Click if your name, address, telephone or email has changed

[Submit New Resume](#)
Click here if you wish to apply for additional jobs and your resume has significantly changed since your current application. You will only need to update the information that has changed.

The new resume will only be applicable to jobs applied for once changes have been submitted. Jobs applied prior to the new submission will continue to reflect the previously submitted resumes. This is because recruitment decisions may have already been made based on the original information.

[Return to Resume](#)

9.



You may choose one of the following options to update your resume information in the system

1. [Update Contact Details](#): Select this link if your name, address, telephone or email has changed, proceed to step # 10.
2. [Submit New Resume](#): Click here if you wish to apply for additional jobs and your resume has significantly changed since your current application. You will only need to update the information that has changed, proceed to step #11.

Update Contact Details

10.  Select the Update Contact Details link.

The Update Contact Details page displays.

Apply for Job

Contact Details

Enter your name, address, telephone number and e-mail address. The information you enter on this page may be used to contact you regarding the jobs you have applied for.

Note: When entering phone number below please provide the best number at which to contact you. In the event your contact information changes, please remember to update your application.

Name Format: United States [Change Country](#) Refresh Name

Name			
Prefix:	<input type="text"/>		
First:	<input type="text" value="Sheldon"/>	Middle:	<input type="text"/>
Last:	<input type="text" value="Smith"/>	Suffix:	<input type="text" value="II"/>
Name:	Smith II,Sheldon		

Country: United States [Change Country](#)

Address: [Edit Address](#)

Telephone: **Country Code:** ***Phone Type:** Other

***Email Address:** ***Email Type:** Campus

Save

* Required Field

[Return to Update Resume](#)

10A.



Verify/Modify the following fields:

Field Name	Defaults/Required	Description
Prefix	<i>Defaults to Blank</i>	Used for mailing and identification purposes. Leave this blank, unless you are certain what prefix applicant wishes to use.
First	<i>Required</i>	Applicant First Name
Middle	<i>Defaults to Blank</i>	Applicant Middle Name
Last	<i>Required</i>	Applicant Last Name
Suffix	<i>Defaults to Blank</i>	No suffix in this example. (Jr. Sr. II, etc).
Telephone	<i>Defaults to Blank</i>	Enter your primary telephone where the recruiter can contact you.
Country Code	<i>Defaults to Blank</i>	
Phone Type	<i>Required</i>	Identify if this is your home, business, fax, or other type of phone.
Email Address	<i>Required</i>	Enter your primary email address where the recruiter can contact you.
Email type	<i>Required</i>	Identify if this is your home, business, fax, or other type of email address.

10B.



Click on the link labeled [Edit Address](#) to access Address page.

The Edit Address Page opens.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

10C.



Enter Address Information.

Field Name	Defaults/ Required	Description
Country	<i>Defaults to United States</i>	Use United States
Address 1	<i>Required</i>	Street Address 1
Address 2	<i>Defaults to Blank</i>	Street Address 2
Address 3	<i>Defaults to Blank</i>	Street Address 3
City	<i>Required</i>	City for Applicant Address
State	<i>Required</i>	State for Applicant Address
Postal	<i>Required</i>	Zip Code for Applicant Address

10D.



Click to accept Address Information.

This action will return you to the Applicant Contact Info page with the Address Information completed.

10E.



Select .

Submit New Resume

The new resume is only applicable to jobs applied for once changes have been submitted. Jobs applied prior to the new submission continue to reflect the previously submitted resumes. This is because recruitment decisions may have already been made based on the original information.

11.



Select the [Submit New Resume](#) link.

The Apply for Job - Your Online Resume page displays.

Apply for Job

1 2 3 4 5 6 7 8 9 10

Your Online Resume

Review your information on the following pages and update anything which has changed or is incorrect. Move between the pages by clicking on the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

If you change your resume the date will be recorded and any new jobs you apply for will use the new information. Jobs you applied for previously will continue to use the old information. This is because recruitment decisions may have already been made based on the original information you supplied.

When you reach the last page click the Submit button to confirm any changes and to apply for any jobs in your basket.

If you have an existing resume you can include it here by selecting one of the following options. Valid file extensions for attaching a resume are ".doc", ".html", ".htm", ".txt", ".rtf" and ".pdf".

Attach Resume File Paste Resume Text I am not providing a resume

Next

Resume Language: English

[Return to Update Resume](#)

12.



You may choose one of the following options to create/update your application
This page allows you to attach or paste your resume to your application, please select an option:

1. If you would like to attach your resume, then proceed to step #13.
2. If you would like to paste your resume, then proceed to step #14.
3. If you do not have a resume, then proceed to step #15.

[NEW](#)

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪

Your Online Resume

In order to apply, please complete the following pages. Move between the pages by clicking the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

Remember, the more information you give the easier it is for recruitment staff to match your skills, experience and fields of interest with our current job opportunities.


If you have an existing resume you can include it here by selecting one of the following options. Valid file extensions for attaching a resume are ".doc", ".html", ".htm", ".txt", ".rtf" and ".pdf".

Attach Resume File Paste Resume Text I am not providing a resume

Resume Language:


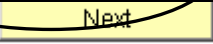
[Return to Sign On](#)

Attach Resume

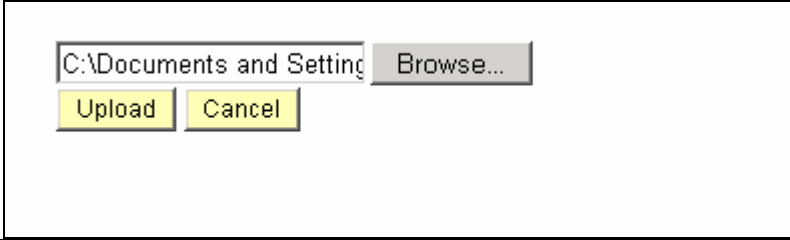
13.  Select the "Attach Resume File" radio button.



If you have an existing resume you can include it here by selecting one of the following options. Valid file extensions for attaching a resume are ".doc", ".html", ".htm", ".txt", ".rtf" and ".pdf".

Attach Resume File Paste Resume Text I am not providing a resume

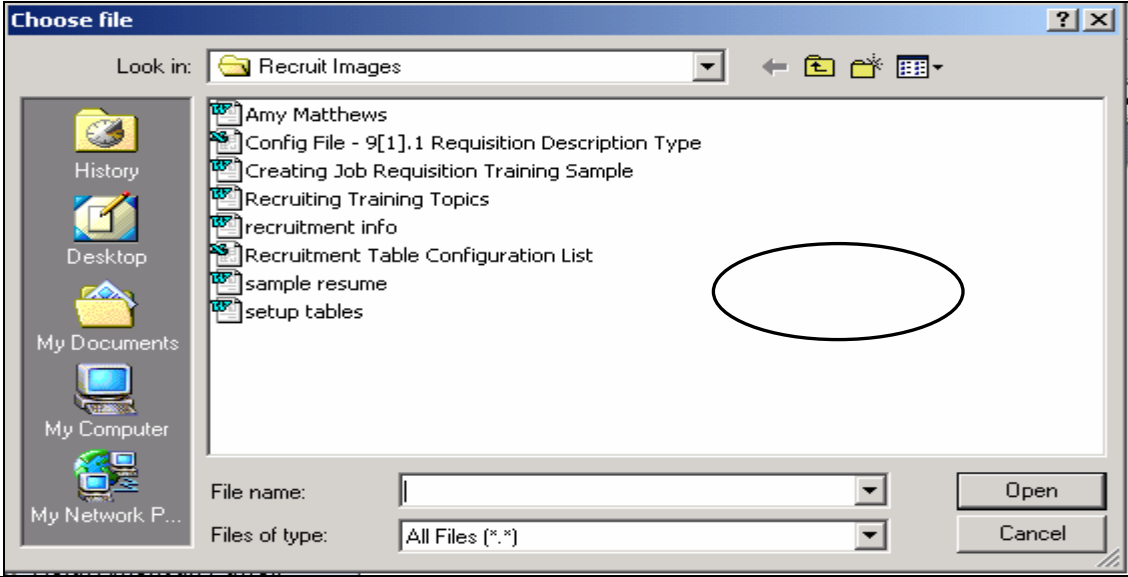
13A  Select  .

The Upload Resume page displays.



13B  Select  .

Locate document and select the Open Button.

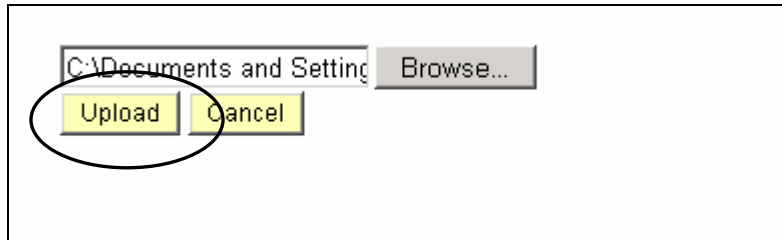


13C



Select the Upload button.

Confirm that you have selected the correct item to be uploaded into the system.



The system begins extracting information to be used as part of the application process and automatically bring you to the next step.

Processing Resume ...

The system is extracting information from your resume and filling in the remaining steps for you. When it is finished you will be taken to the next step, where you can check the information is correct and complete your application.

If you cannot wait any longer, or you wish to fill in the remaining steps yourself, click the button below.

Stop Processing and Continue



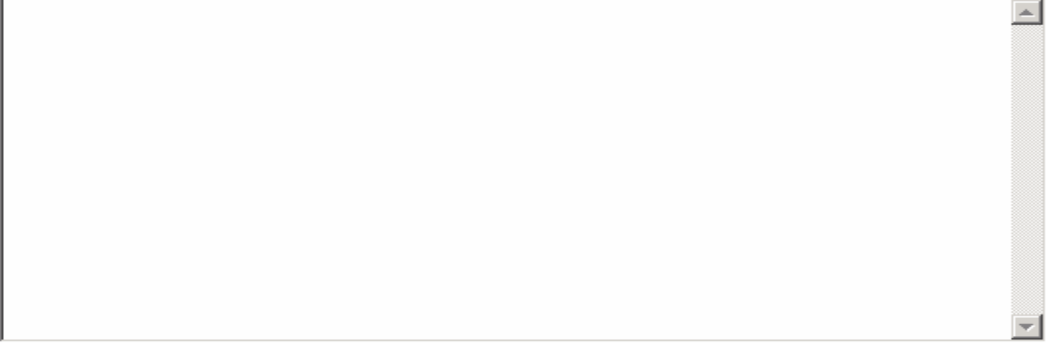
If the system is processing too long or you want to manually enter the information then, select the **Stop Processing and Continue** button.

13D



Go to Step 16 to continue process.

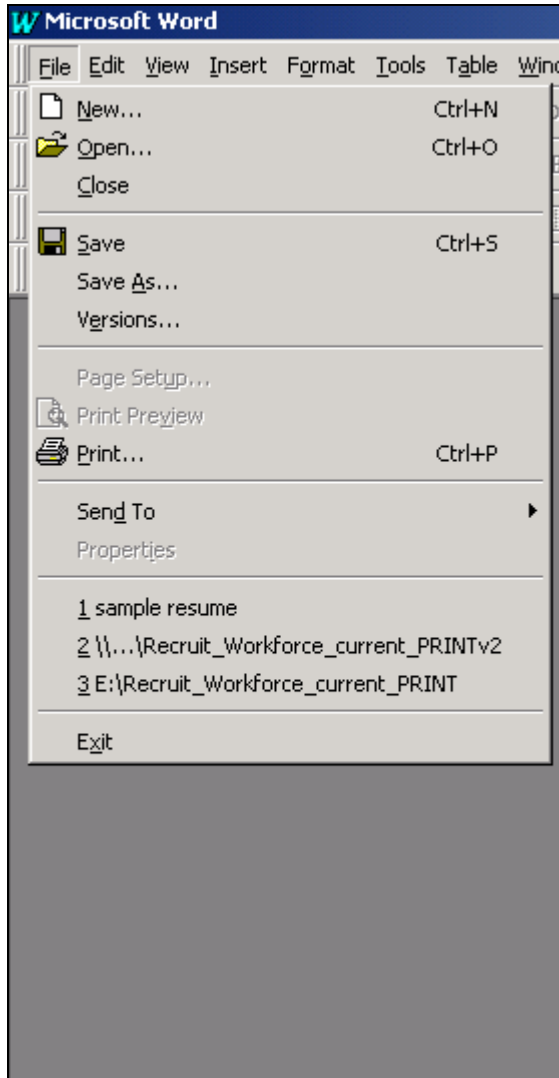
Paste Resume Options

14.	 <p>Select the "Paste resume text" radio button.</p> <p>If you have an existing resume you can include it here by selecting one of the following options. Valid file extensions for attaching a resume are ".doc", ".html", ".htm", ".txt", ".rtf" and ".pdf".</p> <p><input checked="" type="radio"/> Attach Resume File <input type="radio"/> Paste Resume Text <input type="radio"/> I am not providing a resume</p>
14A	 <p>Select Next.</p> <p>Enter your resume in the box:</p> <div data-bbox="370 569 1409 909"></div> <p>OK Cancel</p>

14B



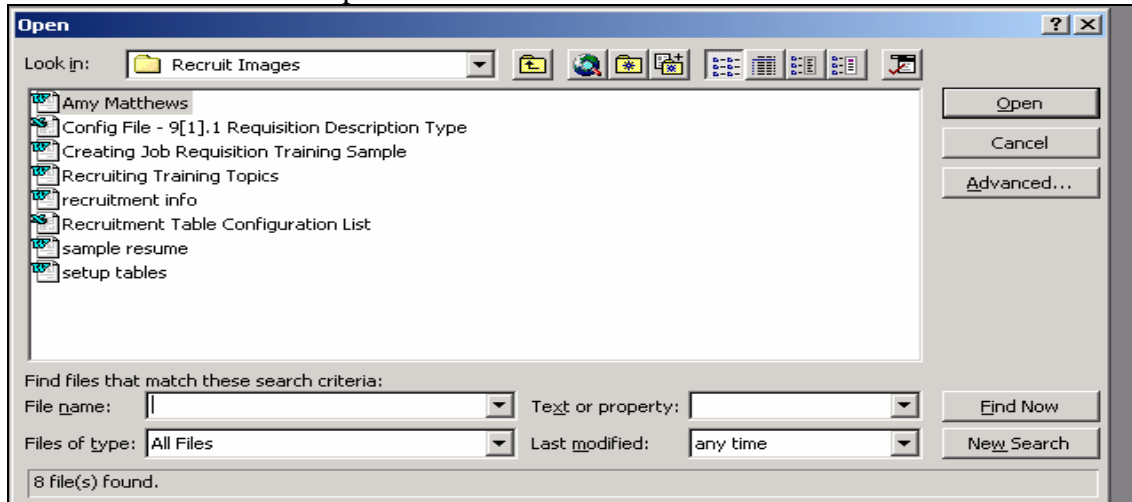
Locate your resume (outside the PeopleSoft application) and copy the text in your resume.



14C



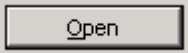
Select the resume to be copied.



14D



Select



Once you are in the document highlight the text you would like to copy.

The screenshot shows a resume document with a context menu open over the 'OBJECTIVE' section. The menu options include: Cut, Copy, Paste Rows, Insert Rows, Delete Rows, Merge Cells, Distribute Rows Evenly, Distribute Columns Evenly, Draw Table, and Borders and Shading... The resume text includes:

OBJECTIVE: Dedicated registered nurse (RN) with specialty experience in psychiatric/mental health nursing. Developed strong psychiatric evaluation and treatment planning skills through recent internship at Pennsylvania Department of Corrections. Knowledge of psychotropic medication administration, management and training. Reliable, ethical healthcare provider with ability to stay calm and intervene during crises, facilitate groups and educational multidisciplinary teams. Proven ability to work with family members, physicians and other staff.

EXPERIENCE: 11/2003 - 5/2004 Pennsylvania Department of Corrections
Registered Nurse


Served as RN at hospital located within housing approximately 3,500 inmates. Played a key role on interdisciplinary team and corrections officers. Actively participated in development and implementation of individual treatment plans for patients. Ensured that doctors' orders were effectively carried out, including testing, medical procedures, consultations and stat orders for five-point restraint.

Key Accomplishments:

- * Selected as one of only seven student nurses to be admitted into internship program after rigorous selection process.
- * Helped refine unit policies and procedures in the areas of suicide-watch procedures, safety methods, discharge planning and documentation.
- * Responded to numerous volatile situations and violent outbreaks, earning the

14E



On the "Enter your resume in the box" page, select  to paste the contents of your resume in the text box.

The screenshot shows a dialog box titled "Enter your resume in the box:". The text inside the dialog box is:

Enter your resume in the box:

on interdisciplinary team of performance, RN's, social workers and corrections officers. Actively participated in development and implementation of individual treatment plans for patients with broad range of mental health issues. Ensured that doctors' orders were effectively carried out, including testing, medical procedures, consultations and stat orders for five-point restraint.

Key Accomplishments:

- * Selected as one of only seven student nurses to be admitted into internship program after rigorous selection process.
- * Helped refine unit policies and procedures in the areas of suicide-watch procedures, safety methods, discharge planning and documentation.
- * Responded to numerous volatile situations and violent outbreaks, earning the

At the bottom of the dialog box are "OK" and "Cancel" buttons. A paste icon is visible in the top right corner of the text area.

14F



Select




14G




Proceed to Step 16 to continue application process.

No Resume

15.  Select the "I am not providing a resume" radio button.

Attach Resume File Paste Resume Text I am not providing a resume

16.  Select [Next](#).

The Apply for Job - Contact Information screen displays.

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

Contact Details

Enter your name, address, telephone number and e-mail address. The information you enter on this page may be used to contact you regarding the jobs you have applied for.

Note: When entering phone number below please provide the best number at which to contact you. In the event your contact information changes, please remember to update your application.

Name Format: United States [Change Country](#) [Refresh Name](#)

Name			
Prefix:	Dr	Middle:	
First:	Sheldon	Suffix:	M.D.
Last:	Peters		
Name:			

Address: [Edit Address](#)

Telephone: **Country Code:** ***Phone Type:**

***Email Address:** ***Email Type:**

[Previous](#) [Next](#)

* Required Field

Go To: [Applicant Home](#)

17.



Enter or Verify.

Field Name	Defaults/ Required	Description
Prefix	<i>Defaults to Blank</i>	Used for mailing and identification purposes. Leave this blank, unless you are certain what prefix applicant wishes to use.
First	<i>Required</i>	Applicant First Name
Middle	<i>Defaults to Blank</i>	Applicant Middle Name
Last	<i>Required</i>	Applicant Last Name
Suffix	<i>Defaults to Blank</i>	No suffix in this example. (Jr. Sr. II, etc).
Telephone	<i>Defaults to Blank</i>	Enter the phone number where the recruiter can reach you.
Country Code	<i>Defaults to Blank</i>	
Phone Type	<i>Defaults to Blank</i>	Select the type of phone number you provided. (ie. Cell, fax, home, etc.).
Email Address	<i>Defaults to Blank</i>	Enter the email address where NYUMC can send information. If you do not have an email account, instruction son setting up a free Hotmail account are provided.
Email Type	<i>Defaults to Blank</i>	Select the type of email address you provided. (i.e., home, business, etc.).

18.



Click on the link labeled [Edit Address](#) to access Address page.

The Edit Address Page opens.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:


19.




Enter Address Information

In the following steps, enter home address information:

Field Name	Defaults/ Required	Description
Country	<i>Defaults to United States</i>	Use United States
Address 1	<i>Required</i>	Street Address 1
Address 2	<i>Defaults to Blank</i>	Street Address 2
Address 3	<i>Defaults to Blank</i>	Street Address 3
City	<i>Required</i>	City for Applicant Address
State	<i>Required</i>	State for Applicant Address
Postal	<i>Required</i>	Zip Code for Applicant Address
County	<i>Defaults to Blank</i>	County for Applicant Address

20.  Click to accept Address Information.
 This action returns you to the Applicant Contact Info page with the Address Information completed.

21.  Select .

The Apply for Job - Current and Prior Employment Page displays.

This page shows a summary of your employment history if you have attached or pasted your resume.

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

Current and Prior Employment

This page shows a summary of your employment history if you have attached or pasted your resume. To add missing employment information to the summary, click the Add button below. To change information for period of employment, click the Edit button next to the name of the employer. To delete employment information from the summary, click the Delete button next to the Edit button.

Start Date	End Date	Employer

22.



Select the **Add** button.

To add missing employment information to the summary, click the Add button below.

Apply for Job


Employment Details

*Start Date:  (example: 12/31/2000)

End Date:  (example: 12/31/2000)

Employer:

Ending Job Title:

Country: 

City:

State: 

Telephone:

Responsibilities / Reason For Leaving:

OK

* Required Field

23.



Enter/Verify the following fields:

Field Name	Defaults/Required	Description
Start Date	<i>Required</i>	Select the date you started employment by clicking the calendar or entering the date (MM/DD/YYYY)
End Date	<i>Defaults to Blank</i>	Select the last day you worked by clicking the calendar or entering the date (MM/DD/YYYY). If this is a current employer, leave this date blank.
Employer	<i>Defaults to Blank</i>	Company name of the employer
Ending Job Title	<i>Defaults to Blank</i>	Last job title held with employer
Country	<i>Defaults to Blank</i>	Country of the employer
City	<i>Defaults to Blank</i>	City of the employer
State	<i>Defaults to Blank</i>	State of the employer
Responsibilities/ Reason for Leaving	<i>Defaults to Blank</i>	Enter your job responsibilities and your reason for leaving.

24.

Click

25.

Select to enter more employment information.

26.

Select .

To change information for period of employment, click the Edit button next to the name of the employer.

27.

Select .

To delete employment information from the summary, click the Delete button next to the Edit button.

28.



Select Next.

The Apply for Job- Education page displays.

Use this page to tell us about your secondary school education and any degrees you obtained from a college or university.

Apply for Job

1 2 3 4 5 6 7 8 9 10

Education

Use this page to tell us about your secondary school education, and any degrees you obtained from a college or university.

For the Highest Education Level field, please select the highest degree applicable to the position for which you are applying.

To add a secondary school, click the Add button below Primary/Secondary School Education. To change information for a school, click the Edit button next to the School field. To delete a school, click the Delete button under Primary/Secondary School Information.

To add a degree, click the Add button below College/University Education. To change information for a degree, click the Edit button next to the Date Issued field. To delete a degree, click the Delete button below College/University Education.

*Highest Education Level: A-Not Indicated

Primary/Secondary Education

Country	School Type	School
Add		

College/University Education

Degree	Major	Date Issued
Add		

Previous Next

* Required Field

29.



Select the Highest Education Level applicable to the position for which you are applying for from the dropdown box.

30.



Scroll to the Primary/Secondary Education section.

Select

Apply for Job

School Education Details

Country:

School Type:

Level Achieved:

Average Grade: Completed

*School: Other:

State:

* Required Field

31.



Enter/Verify the following information:

Field Name	Defaults/ Required	Description
Country	<i>Defaults to United States</i>	Select the appropriate country.
School Type	<i>Defaults to Blank</i>	Select "High School" from the dropdown box.
Level Achieved	<i>Defaults to Blank</i>	Select "Diploma or Equivalency" from the dropdown box.
Average Grade	<i>Defaults to Blank</i>	Enter the average grade received at this school
Completed	<i>Defaults to Blank</i>	Select the box if you completed the program
School	<i>Required</i>	Leave blank.
Other	<i>Defaults to Blank</i>	Enter the high school's name in this field
State	<i>Defaults to Blank</i>	State the school is located.

32.



Click .

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

Education

Use this page to tell us about your secondary school education, and any degrees you obtained from a college or university.

For the Highest Education Level field, please select the highest degree applicable to the position for which you are applying.

To add a secondary school, click the Add button below Primary/Secondary School Education. To change information for a school, click the Edit button next to the School field. To delete a school, click the Delete button under Primary/Secondary School Information.

To add a degree, click the Add button below College/University Education. To change information for a degree, click the Edit button next to the Date Issued field. To delete a degree, click the Delete button below College/University Education.

*Highest Education Level:

Primary/Secondary Education

Country	School Type	School		
USA	High School	Brooklyn Technical	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

College/University Education

Degree	Major	Date Issued

33.



Scroll down to the College/University Section.

Select .

[New window](#) | [Help](#)

Apply for Job

College/University Education Details

Country:

State:

*Degree:

Date Issued: (example: 12/31/2000)

Average Grade: Graduated

*Major: Other:

*School: Other:

Educator:

* Required Field

34.



Enter/Verify the following information:

Field Name	Defaults/ Required	Description
Country	<i>Default</i>	Select Country from the dropdown box
State	<i>Default</i>	Select the State from the dropdown box
Degree	<i>Required</i>	Select a valid option from the lookup functionality
Date Issued	<i>Defaults to Blank</i>	Select the date by using the calendar or enter the date the degree was issued(MM/DD/YYYY)
Average Grade	<i>Defaults to Blank</i>	Enter appropriate grade point average
Graduated	<i>Defaults to Blank</i>	Check box if applicable
Major	<i>Required</i>	Select a valid option from the lookup functionality
Other	<i>Defaults</i>	Value will default when a valid major is selected
School	<i>Required</i>	Select a valid option from the lookup functionality
Other	<i>Defaults</i>	Value will default when a school is selected
Educator	<i>Defaults to Blank</i>	Leave blank.

35.



Click .

You are back on the Education page

Education

Use this page to tell us about your secondary school education, and any degrees you obtained from a college or university.

For the Highest Education Level field, please select the highest degree applicable to the position for which you are applying.

To add a secondary school, click the Add button below Primary/Secondary School Education. To change information for a school, click the Edit button next to the School field. To delete a school, click the Delete button under Primary/Secondary School Information.

To add a degree, click the Add button below College/University Education. To change information for a degree, click the Edit button next to the Date Issued field. To delete a degree, click the Delete button below College/University Education.


*Highest Education Level:


Primary/Secondary Education


Country	School Type	School		
USA	High School	Brooklyn Technical	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="Add"/>				


College/University Education

Degree	Major	Date Issued		
Bach Of Geol Engineering	MFRG TECHNOLOGY	05/19/2000	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="Add"/>				

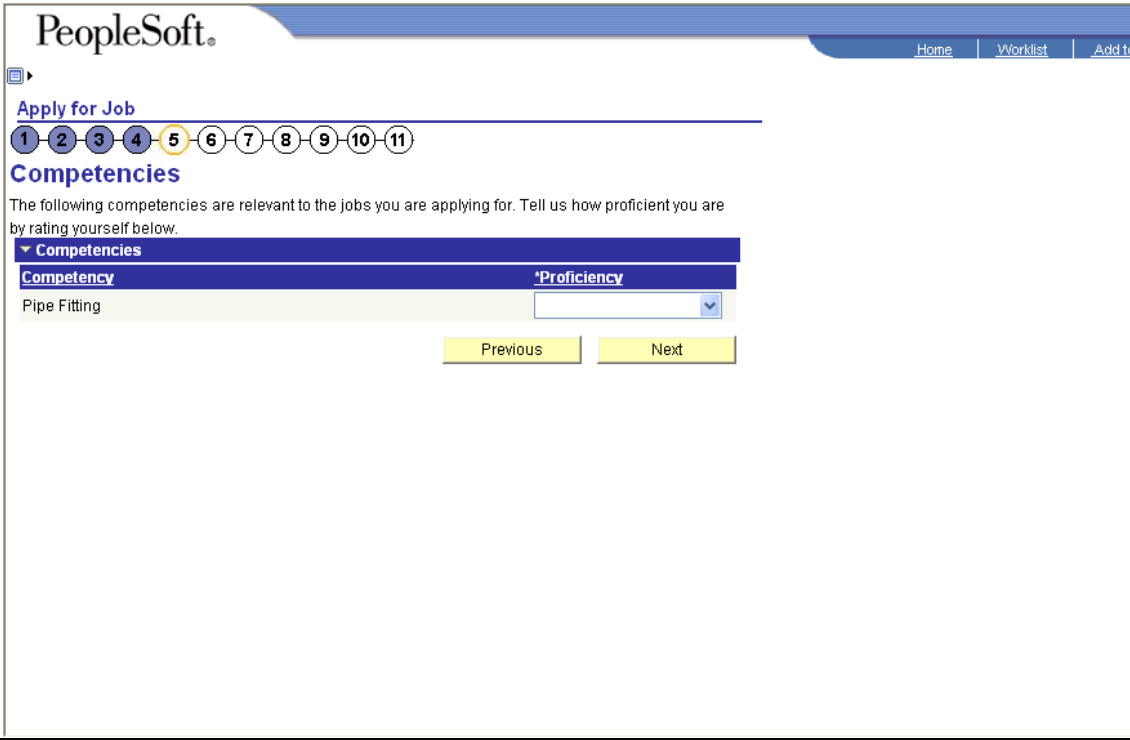
36.  If applicable, click to update information.

37.  If applicable, Click to delete information.

38.  Select to enter additional education information.

39.  Select .

The Competencies Section displays. This section only displays if the job requisition you are applying for requires a certain skill. You need to evaluate your proficiency for that particular skill.



PeopleSoft. Home Worklist Add t

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

Competencies

The following competencies are relevant to the jobs you are applying for. Tell us how proficient you are by rating yourself below.

Competency	*Proficiency
Pipe Fitting	<input type="text"/>

Previous Next

40.



Select Next.

The Languages Section displays.

List any language (excluding English) for which you possess a degree of proficiency sufficient for translation.

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

Languages

Please list any language (excluding English) for which you possess a degree of proficiency sufficient for

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency
Add			

Previous
Next

41.



Select Add.

Apply for Job

Language Details

*Language:

Speaking Proficiency:

Reading Proficiency:

Writing Proficiency:

OK



* Required Field



42.


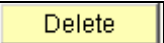



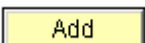
Enter/Verify the following information:


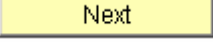
Field Name	Defaults/ Required	Description
Language	<i>Required</i>	Select a valid value from the lookup functionality.
Speaking Proficiency	<i>Defaults to Blank</i>	Select a value from the dropdown box.
Reading Proficiency	<i>Defaults to Blank</i>	Select a value from the dropdown box.
Writing Proficiency	<i>Defaults to Blank</i>	Select a value from the dropdown box.

43.  Click .

44.  Click  to update information.

45.  Click  to delete information.

46.  Select  to enter additional languages.

47.  Select .

The Licenses and Certificates page displays.

List license and certificates related to the position you are applying for.


Apply for Job

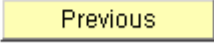
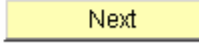
1 2 3 4 5 6 7 8 9 10 11

Licenses and Certificates

Please list license and certificates related to the position you are applying for.

License or Certificate	Date Issued



48.



Select .

Apply for Job

License/Certificate Detail

*License or Certificate:

Date Issued: (example: 12/31/2000)

License/Certification Number:

Issued By:

* Required Field

49.



Enter/Verify the following information:

Field Name	Defaults/ Required	Description
License and Certificates	<i>Required</i>	Select a valid value using the lookup functionality.
Date Issued	<i>Defaults to Blank</i>	Select the date by using the calendar or enter the date (MM/DD/YYYY).
License/Certification Number	<i>Defaults to Blank</i>	Enter the license and certification number information.
Issued By	<i>Defaults to Blank</i>	Enter the organization, company, person who issued the license/certification.

50.



Click .

You are able to view the License/certificates list



Apply for Job

- 1 2 3 4 5 6 7 8 9 10 11

Licenses and Certificates

Please list license and certificates related to the position you are applying for.

License or Certificate	Date Issued		
Cert Pharmacy Technician	02/13/1997	Edit	Delete

Add

Previous

Next

51.



If applicable, click to update information.

52.



If applicable, click to delete information.

53.



If applicable, select to enter additional licenses and certifications.

54.



Select Next.
The Apply for Job-Questionnaire page displays.

Answer all questions by selecting the appropriate check boxes.

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

Questionnaire - You Must Answer All Questions

Have you ever been convicted of a crime? Note: NY Law prohibits unjustified discrimination on the basis of criminal conviction.

Yes

No

Has your professional licensure ever been suspended or revoked?

Yes

No

Not Applicable

Can you perform the essential functions of the position for which you are applying with or without a reasonable accommodation?

Yes

No

Are you currently employed at any unit of New York University?

Yes

No

Are you currently employed at any other hospital in NYC?

Yes

No

Are you authorized to work legally in the United States? Please Note: Authorization is determined by U.S. Citizenship, lawful permanent residence status, or employment authorization from the immigration and naturalization service.

No

Yes. Evidence of your authorization to work in the U.S. will be required if a conditional offer of employment is made.

Are you under 18 years of age?

Yes

No

May we contact your previous employers?

Yes

No

Were you previously employed at NYU Medical Center?

Yes

No

Would you work any assigned shift?

Yes

No

Do you have any relative(s) currently employed by NYUMC? NYUMC does not restrict the hiring of relatives of employees or members of the same household except that they may not be assigned to positions where they would be subjected to supervision by them

Yes

No

May we contact your current employer?

Yes

No

Previous Next

55.



Select .

List references of direct supervisors only. Personal references are not necessary. Current references will not be contacted unless authorized by you in the questionnaire in the previous step.

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

References

Please list references of direct supervisors only. Personal references are not necessary. Current references will not be contacted unless authorized by you in the questionnaire in the previous step.

Name	Employer

56.



Select .

Apply for Job

Reference Details

First Name: Last Name:

Title:

Employer:

*Reference Type:

* Required Field

57.



Enter/Verify the following information:

Field Name	Defaults/ Required	Description
First Name	<i>Defaults to Blank</i>	Enter first name of your reference
Last Name	<i>Defaults to Blank</i>	Enter the last name of your reference
Title	<i>Defaults to Blank</i>	Enter the title of your reference
Employer	<i>Defaults to Blank</i>	Enter the company or organizations name
Reference Type	<i>Required</i>	Select the reference type "Professional" from the dropdown box.

58.



Click .

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

References

Please list references of direct supervisors only. Personal references are not necessary. Current references will not be contacted.

Name	Employer		
Mary Blige	NYC Dept. of Health	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

59.



If applicable, click to update information.

60.



If applicable, click to delete information.

61.



If applicable, select to enter additional languages.

62.



Select Next.

The Apply for Job-Preferences page displays.

This page is used to tell us what an applicant is looking for in terms of working time and type of job.

Please disregard the “Geographic Preference” section.

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

Preferences

Use this page to tell us what you are looking for in terms of working time and type of job.

Please disregard the Geographic Preference section as well as the Willing to Relocate checkbox.

Geographic Preference

First Choice: Second Choice:

Comments

Willing to Travel Percentage Travel: %

Willing to Relocate

Desired Start Date: (example: 12/31/2000)

Desired Work Days: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**
 Saturday **Sunday**

Regular/Temporary:

Full/Part-Time:

Minimum Pay: **Currency Code:**


Pay Frequency:

Desired Job Category:

Desired Shift:

Desired Hours Per Week:

Previous Next

63.  Enter/Verify the following information:

Field Name	Defaults/ Required	Description
First Choice	<i>Defaults to Blank</i>	<i>Not being used by NYUMC</i>
Second Choice	<i>Defaults to Blank</i>	<i>Not being used by NYUMC</i>
Comments	<i>Defaults to Blank</i>	<i>Not being used by NYUMC</i>
Willing to Travel	<i>Defaults to Blank</i>	Check the box if you are willing to travel.
Percentage Travel	<i>Defaults to Blank</i>	Enter the percentage of travel you would like to do.
Willing to Relocate	<i>Defaults to Blank</i>	Check the box if you are willing to relocate.
Desired Start Date	<i>Defaults to Blank</i>	Select date by using calendar or enter date (MM/DD/YYYY)
Desired Work Days	<i>Defaults to Blank</i>	Select the days of the week you are able to work, by checking the appropriate boxes.
Regular/Temporary	<i>Defaults to Blank</i>	Select using the dropdown box
Full Time/Part Time	<i>Defaults to Blank</i>	Select preference by using dropdown box.
Minimum Pay	<i>Defaults to Blank</i>	Enter minimum acceptable dollar amount
Currency Code	<i>Should always be USD</i>	Select appropriate code using the lookup functionality.
Pay Frequency	<i>Defaults to Blank</i>	Indicate how often you would like to get paid by selecting an appropriate value using the dropdown box.
Desired Job Category	<i>Defaults to Blank</i>	Select appropriate value using the dropdown box.
Desired Shift	<i>Defaults to Blank</i>	Indicate the shift you would like to work by selecting an appropriate value using the dropdown box.
Desired Hours Per Week	<i>Defaults to Blank</i>	Enter the amount of hours per week you would like to work.

64.



Select Next.

The - Apply for Jobs - How did you find out about us? Page displays.

Select the Referral Source that best describes how you found out about about NYUMC or the position, which you are applying. If the Referral Source is Other, then provide the details in Other Referral Source. If the Referral Source is Employee, provide the details in Referring Employee Information. For all other Referral Source categories specify the Referral Source detail.

Apply for Job

1 2 3 4 5 6 7 8 9 **10** 11

How did you find out about us?

Select the Referral Source that best describes how you found out about about NYUMC or the position which you are applying. If the Referral Source is Other, then provide the details in Other Referral Source. If the Referral Source is Employee, provide the details in Referring Employee Information. For all other Referral Source categories specify the Referral Source detail.

Referral Details

Referral Source:

Referral Source Detail:

Other Referral Source:

Are you a former employee: Yes No

Previous Termination Date:

Referring Employee Information

Referral Name:

Email Address:

Member of your family: Yes No

Previous Next


65.



Enter/Verify the following information:

Field Name	Defaults/ Required	Description
Referral Source	<i>Defaults to Blank</i>	Select the referral source from the dropdown box.
Referral Source Detail	<i>Defaults to Blank</i>	Select the appropriate value by using the lookup functionality

Field Name	Defaults/ Required	Description
Other Referral Source	Defaults to Blank	Enter the other referral source in this field
Are you a former employee	Defaults to Blank	Select yes if you worked for NYUMC in the past. Select no, if you have never worked for NYUMC
Previous Termination Date	Defaults to Blank	If you worked for NYUMC in the past, what was your termination date.
Referral Name	Defaults to Blank	Enter the name of the employee who referred you.
Email Address	Defaults to Blank	Enter the email address of the employee who referred you.
Member of family	Defaults to Blank	Is this referring employee related to you. Select either yes or no.

66.  Select Next.

Are you ready to submit your resume?

Review the statement prior to submission.

PeopleSoft.

Home | Worklist | Ad

Apply for Job

1 2 3 4 5 6 7 8 9 10 11

Submit Resume

If you wish to review your information use the previous and next links, or click the step numbers above, to navigate through the pages. When you have checked your information click the Submit button below to send us your resume.

Certain parts of your resume can be updated after submission, such as your contact information, but the rest cannot be changed because the information in your resume may be used in the candidate selection process and as such will be assumed to be a snapshot of your position at the time of submission. If your resume information changes significantly in the future, and you wish to apply for more jobs, you will be required to submit a new resume.

By submitting this application, I certify that the information contained in this application is correct to the best of my knowledge. I authorize investigation of all matters contained in this application and agree that any misleading or false statements would render this application void and would be sufficient cause for immediate dismissal in the event of employment. I understand that my employment is contingent upon satisfactory completion of a physical examination, the receipt of satisfactory work and education references. I agree, if employed to provide acceptable proof of age and work authorization and to abide by all NYU Medical Center rules and regulations. If employed, I authorize NYU Medical Center to conduct any and all verifications as permitted by federal, state, and municipal codes and regulations. I understand that my employment is not governed by any written or oral contract and is considered an "at will" arrangement. This means that I am free, as is NYU Medical Center, to terminate the employment relationship at any time, as long as there is no violation of applicable policy, federal, state, or local law.

Submit

New York University Medical Center is an equal employment/affirmative action employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital/or parental status, age, national origin, citizenship, disability, veterans status or any other classification protected by applicable Federal, State, or Municipal Law.

The company is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.

Previous

67.



Select **Submit**, if you are finished entering/verifying information.

The Submit Confirmation page displays.

Apply for Job
Submit Confirmation

Thank you for sending your resume. We are now reviewing your qualifications and background against current openings.

We will contact you for an interview if we identify an appropriate position for you.

If you do not hear from us, we will place your application in our file for future consideration. We thank you for your interest.

Sincerely,
 Recruitment Department

OK

68.



Click **OK**.

You have now completed the application process for the jobs you were interested in applying for.

The updated Resume page re-displays.

Please note that the date and the number of jobs applied for are different.

Apply for Job
Resume

Sheldon Smith

This page shows your complete resume. To expand or collapse a section click on the triangle to the left of the heading. This page may be printed for your personal records.

Submitted on: 04/21/2005
Jobs Applied for: 0

[My Resume has changed](#) [View resume history](#) **Collapse All** **Expand All**

Contact Details

Country: United States

Address:

Telephone: **Phone Type:** Other
Email Address: ten001@aol.com **Email Type:** Campus

- ▶ **Additional Attachments**
- ▶ **Preferences**
- ▶ **Employment**
- ▶ **Languages**
- ▶ **Licenses and Certificates**
- ▶ **School Education**
- ▶ **College/University Education**
- ▶ **References**

[Return to Sign On](#)

Go to: [Applicant Home](#)

69.



Select the [Resume History](#) link to review the various résumés you have on file.

[Apply for Job](#)

Resume History

You have submitted resumes on the following dates. To view the information you sent us on a particular date simply click the date.

[2005-04-21](#)

[2005-04-15](#)

[Return to Resume](#)

70.



Select the date link (ex: [2005-04-15](#)) to review the resume information stored for that particular date.

[Apply for Job](#)

Resume

Sheldon Smith

This page shows your complete resume. To expand or collapse a section click on the triangle to the left of the heading. This page may be printed for your personal records.

Submitted on: 04/15/2005

Jobs Applied for: [2](#)

[My Resume has changed](#)

[Collapse All](#)

[Expand All](#)

Contact Details

Country: United States

Address:

Telephone:

Phone Type: Other

Email Address: ten001@aol.com

Email Type: Campus

▶ [Additional Attachments](#)

▶ [Preferences](#)

▶ [Employment](#)

71.



If finished, exit system by completing the following steps:

- Select the [Applicant Home](#) on the Resume page.
- Select the [Sign out](#) link at the top right of the Applicant Home page to exit the system.