

How to View Current Job Openings

1.



Click on the [View Job Postings/Apply for Job](#) link.

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 999 days since the last date it was modified.

Returning applicant please sign in below.

*Email Address:

*Password:

[I Forgot My Password](#)

2.



The following page displays:

View Job Postings

This page enables you to search for Job Postings using custom search criteria. The Job Search will use all of the items selected below. Enter your search criteria below. Once you make your selections, click the Search button to perform the search.

To display all requisitions, simply leave all job category checkboxes unchecked. You can enter multiple job categories. The Country and Location fields are not used in the search criteria, please do not enter values in these fields.

Please Note : Not all opportunities have a specified salary range. Entering a minimum salary requirement may restrict your search results. This field is optional. The salary range currency is always "USD" (US Dollars).

Job Categories

| | | | |
|---|--|--|--|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Allied Health Professionals | <input type="checkbox"/> Executive | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Finance and Accounting | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Medical Administrative | <input type="checkbox"/> Management/Administration |
| <input type="checkbox"/> Information Systems | <input type="checkbox"/> Marketing/Communications | <input type="checkbox"/> Nursing Advanced Practice | <input type="checkbox"/> Nursing Education |
| <input type="checkbox"/> Nursing Research | <input type="checkbox"/> Nursing Management | <input type="checkbox"/> Nursing Staff | <input type="checkbox"/> Physicians |
| <input type="checkbox"/> Research | <input type="checkbox"/> Retirees | <input type="checkbox"/> Service/Other | <input type="checkbox"/> Student Nurse Extern |
| <input type="checkbox"/> Trainees | | | |

Location(s)

Country: Location:

Keywords in Job Title

Keyword:

Other Miscellaneous Criteria

Regular/Temporary: Full/Part Time:
Minimum Salary: Salary Range: Currency:

Job Postings List

| Hot Job | Posting Title | Job Category | Location | Reference | Job Basket |
|---------|---------------|--------------|----------|-----------|------------|
|---------|---------------|--------------|----------|-----------|------------|

[Job Basket](#)

Go To: [Applicant Home](#)

3.



Enter your Job Search Criteria.

Your search can be a combination of these fields or leave them all blank to view all job openings.

| Field Name | Description |
|-----------------------|--|
| Job Categories | Select the job category by checking the appropriate box. |
| Keyword | Enter Keyword to match against the job's posting title |
| Regular/Temporary | Select from the dropdown. |
| Full-time/Part-time | Select from the dropdown. |
| Minimum Salary | Enter preferred minimum salary (enter numbers only ex. 54000=\$54,000). Note: Entering a minimum salary will restrict your search, this field is optional. |
| Salary Range Currency | Enter USD. |

4.



Click

You are only able to view job postings that meet the following criteria:

- The current date is within the job posting opening and closing dates.
- The job requisition has an open status.

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| | | | | | |

[Job Basket](#)

Go To: [Applicant Home](#)

5.



Review job descriptions by clicking on the job title.

| Job Postings List | | | | | |
|-------------------|---|-----------------------------|-----------------------------|-----------|-------------------------------------|
| Hot Job | Posting Title | Job Category | Location | Reference | Job Basket |
| | Manager - Financial | Finance and Accounting | Hospital for Joint Diseases | 000063 | <input checked="" type="checkbox"/> |
| | Nurse Practitioner | Nursing Advanced Practice | NYU Hospitals Center | 000062 | <input type="checkbox"/> |
| | Administrative Assist | Administrative | Hospital for Joint Diseases | 000061 | <input type="checkbox"/> |
| | Psych Intern | Allied Health Professionals | NYU Hospitals Center | 000060 | <input checked="" type="checkbox"/> |
| | FPO Assistant | Medical Administrative | NYU Medical Center | 000059 | <input type="checkbox"/> |
| | Radiologic Technologist | Allied Health Professionals | Hospital for Joint Diseases | 000039 | <input type="checkbox"/> |

[Apply for Jobs in Basket](#)

Once you have clicked the posting title, you will be able to view the job description.

View Job Postings
Job Description

Job Title: Manager - Financial
Location: Hospital for Joint Diseases
Reference: 000063

Please apply before:

[Delete Job from Basket](#) [Job Basket](#)

[Return to Job Postings](#)

Select the [Return to Job Postings](#) link to continue to review selected job postings.

6.



Click the appropriate checkbox in the Job Basket column, to indicate what positions you are interested in applying for.

If you find a job opening that you're interested in applying for, add the requisitions to a job basket. The job basket enables you to apply for multiple requisitions at one time.

7.



Click [Apply for Jobs in Basket](#) button.