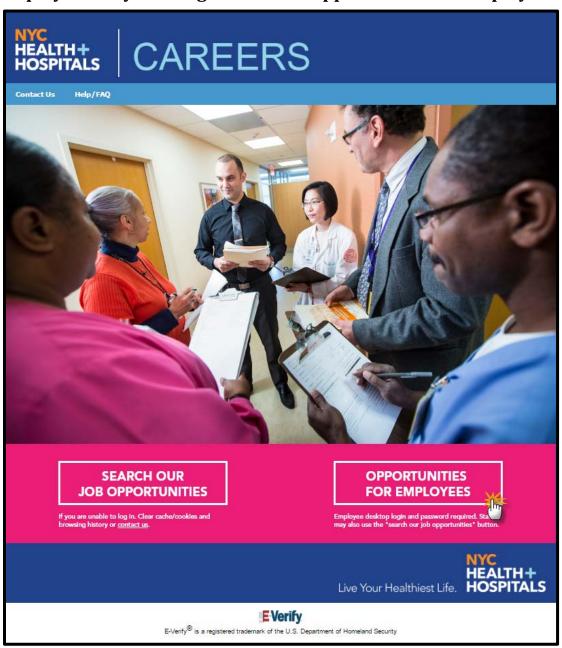


How to Apply As an Internal Candidate

1. Visit employment.nychhc.org and click on Opportunities for Employees button.



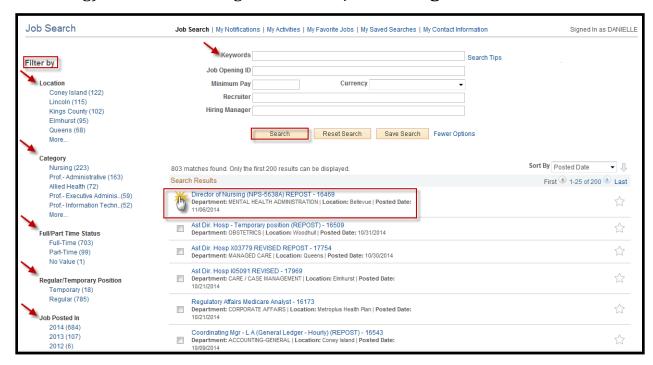
Revised: March 6, 2017



2. Click on Careers

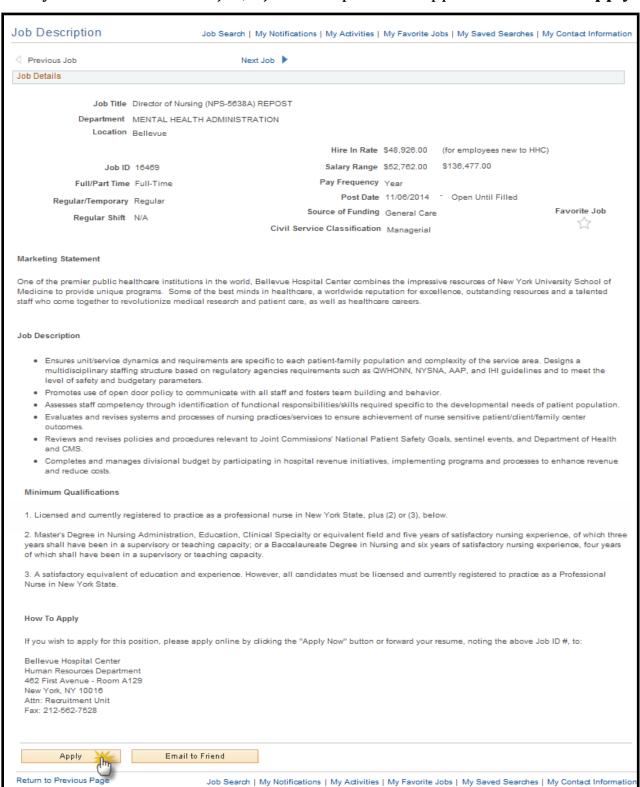


3. Search for available position by entering the **Job Opening ID**, **Keywords** (i.e Director of Nursing), and scroll through the **Latest Job Postings**.





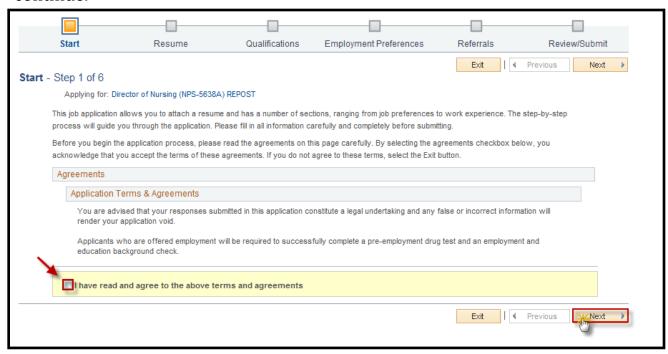
4. Once you have selected the job, a job description will appear. Click on the **Apply**.



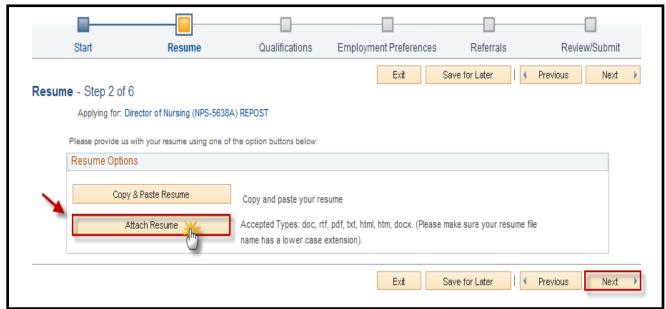
Revised: March 6, 2017



5. Please read Applicant Terms & Agreement. Click on the **checkbox** and click on **Next** to continue.



6. Select your resume options. If you would like to attach a new resume click on **Attach Resume**.

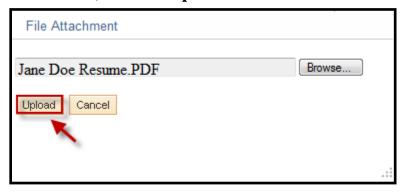




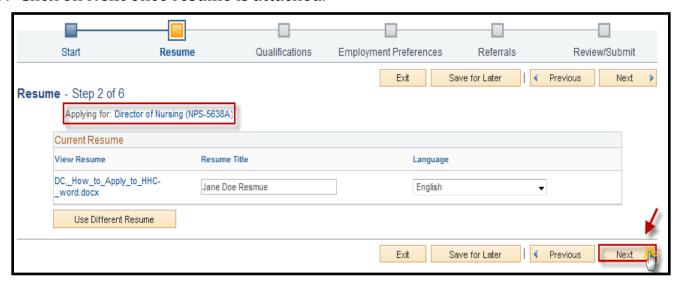
7. Click on **Browse** to locate your document.



8. Once document is attached, click on **Upload**.



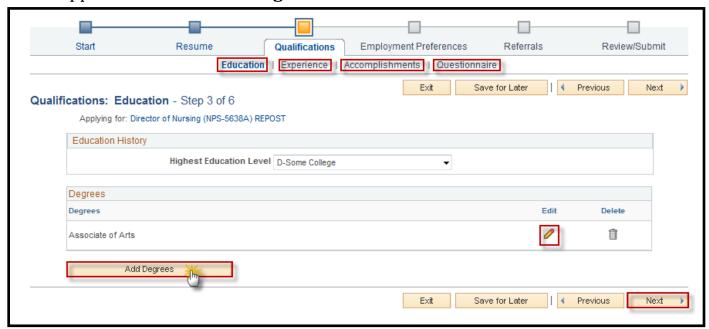
9. Click on **Next** once resume is attached.



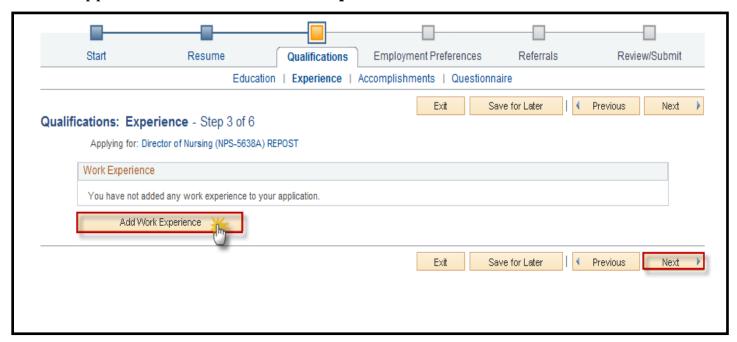
Note: If you wish to review the job description at any point click on the position title: **Associate Director of Nursing**



10. If applicable click on **Add Degrees** and then click **Next** to continue.

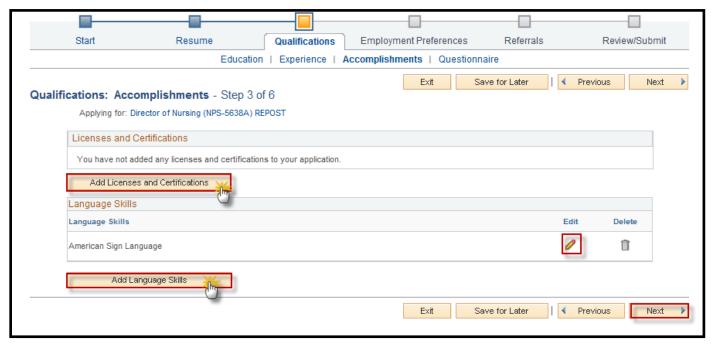


11. If applicable click on **Add Work Experience** and then click **Next** to continue.

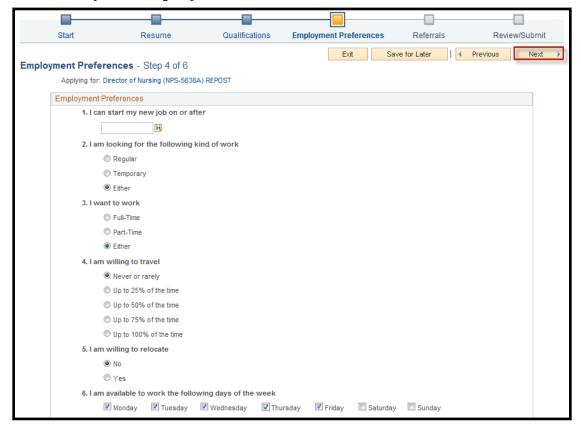




12. If applicable click on **Add Licenses and Certifications** & **Add Language Skills**. Click **Next** to continue.



13. Please select your **Employment Preferences**, click **Next** to continue.

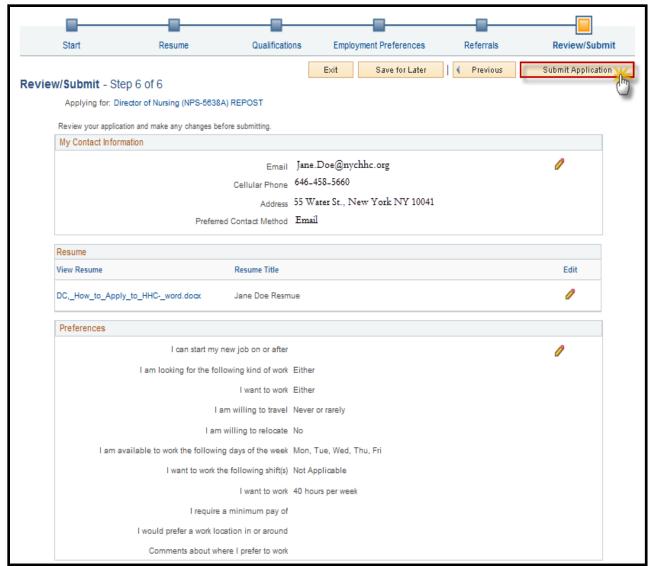




14. Please answer the questions listed in the referral section, then click **Next** to continue.

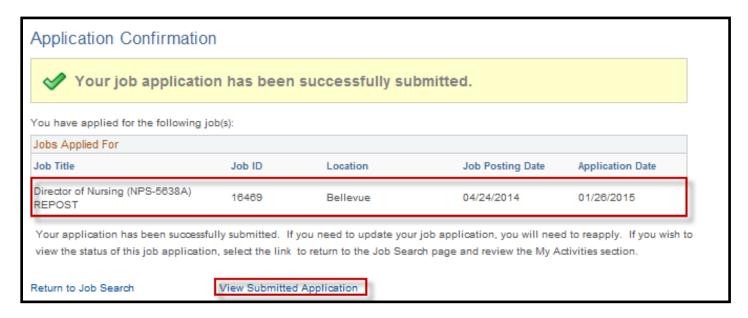


15. Click on **Submit Application**.





16. You will receive a confirmation page that looks like the one below.



Note: You will receive an email notification that confirms your application(s) has been submitted successfully.