Instructions on How to Apply for a Position at Lee Health

Thank you for your interest in joining our team, where everyone has a chance to be a part of an ExceptionalLee team! As you begin your application journey, we have a few tips and recommendations to ensure you successfully complete your application.

Quick Tips
We recommend using a non-Internet Explorer browser. Candidates have a better end to end experience using modern browsers. We recommend a few common internet browsers (click on the link for instructions on how to download) for the best application process.

1. Google Chrome
2. Microsoft Edge
3. Mozilla Firefox
4. Safari (Mac Users)

Start Your Application and Registration
1. Navigate to www.leehealth.org/careers
2. Click on the link For New Candidates
3. The link will direct you to the Job Board with a list of all available applications
4. If you are a new user, click on the Login link in the top right corner. For returning users, sign in with your username and password
5. Click on the Register button
6. Enter your Basic Information, Security Questions, and Create a Profile (Manually or Upload Resume)
   a. If Manually entered, click on the pencil icon to edit and enter values
   b. For Resume uploads, validate the information following the load and use the pencil button to edit as needed.
7. Click the appropriate begin/submit button.
8. In the top left corner, click on Job Listings to view the available postings.
Apply for a Job

1. To apply for a posted position, double click on the Job Requisition from the Job Board

2. Review the Job Summary and if you identify this opportunity as a solid fit for your skills, click on the Apply button →
   a. If new user, click on Register button. Refer to step-by-step procedure for registering a new external candidate below. If existing user, enter Email Address and Password, then click Login button.

3. A series of application tasks will appear after clicking apply. Please note, you must complete all of the required tasks. You can navigate between tasks using the Previous and Next buttons.
   a. Click Next to move to the Contact Information task

4. On the Contact Information tasks:
   a. If you have not completed this in previous applications, Confirm Your Name, contact information, contact methods, Where Do You Live?, and How Do We Contact You? sections. If previously completed, validate the accuracy of the information. If incomplete, an error message will prompt you to fill in values as needed.
   b. When complete, select Next

5. On the Profile Questions task:
a. If you have not completed this in previous applications, answer the **Profile Questions**. If previously completed, validate the accuracy of the information. If incomplete, an error message will prompt you to fill in values as needed.
b. When complete, select **Next**

6. On the Employment History task:
   a. If you have not completed this in previous applications, click **Create** to add employment history. If previously completed, validate the accuracy of the information. If incomplete, an error message will prompt you to fill in values as needed.
b. When complete, select **Next**

7. On the Education task:
   a. If you have not completed this in previous applications, click **Create** to add your educational experience. If previously completed, validate the accuracy of the information. If incomplete, an error message will prompt you to fill in values as needed.
b. When complete, select **Next**

8. On the Licenses and Certifications task:
   a. If you have not completed this in previous applications, click **Create** to add your educational experience. If previously completed, validate the accuracy of the information (skip if not applicable). If incomplete, an error message will prompt you to fill in values as needed.
b. When complete, select **Next**

9. On the Job Specific Questions tasks:
   a. Fill in the questions with a response
   b. When complete, select **Next**

10. On the References task:
    a. If you have not completed this in previous applications, click **Create** to add your references. If previously completed, validate the accuracy of the information. If incomplete, an error message will prompt you to fill in values as needed.
b. When complete, select **Next**

11. On the Self-Identification task:
    a. If you have not completed this in previous applications, click **Create** to add your self-identification information (this is voluntary). If previously completed, validate the accuracy of the information. If incomplete, an error message will prompt you to fill in values as needed.
b. When complete, select **Next**

12. On the Resume or Attachments task:
    a. Attach a resume or supporting documentation.
b. If previously completed, validate the accuracy of the information. If incomplete, an error message will prompt you to fill in values as needed.
c. When complete, select **Next**

13. On the Attestation task:
    a. Review and acknowledge that you understand the attestation by clicking on the **I Agree** box
    b. Fill in your **Name** (e-signature). If incomplete, an error message will prompt you to fill in values as needed.
c. When complete, select **Next**
14. At this point, your tasks (left side task bar) should each be marked with a check box signifying completion.
   a. Your application is not finalized until you click **Submit Application** in the top right navigation bar

   ![Submit Application](image)

   ![Previous Submit Application](image)

   b. You will receive a message that indicates your application has been received.

   ![Application Submitted](image)

   Thank you for applying. Your application has been received and will be reviewed by a member of our recruiting team.

   c. Additionally, an email confirmation is sent from [donotreply@leehealth.org](mailto:donotreply@leehealth.org) with the job ID and title in the body of the email.

d. To confirm, click on the **My Applications** link in the toolbar. Your applications and status are visible on this page.

![My Applications](image)

Thank you for your interest in joining Lee Health and we look forward to learning more about you!