

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.

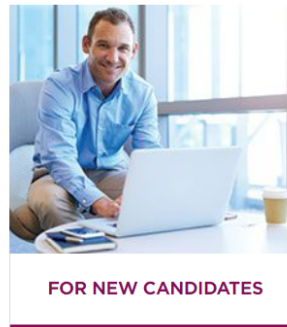
1. [Google Chrome](#)
2. [Microsoft Edge](#)
3. [Mozilla Firefox](#)
4. [Safari](#) (Mac Users)

Start Your Application and Registration

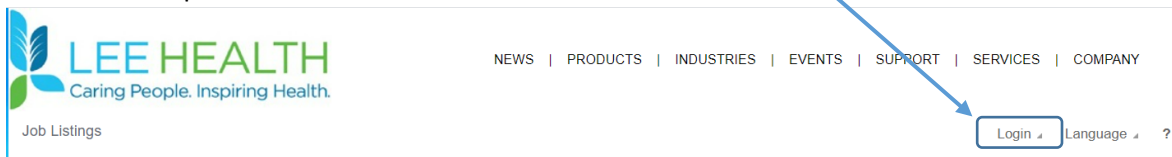
1. Navigate to www.leehealth.org/careers
2. Click on the [link](#) **For New Candidates**

Start your job search today

We have career opportunities available to new candidates as well as current Lee Health employees/internal candidates. Know someone who would be a great addition to our team? Current employees can refer qualified candidates through our Employee Referral Program.



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

The screenshot shows the Lee Health website's job board. At the top left is the Lee Health logo with the tagline "Caring People. Inspiring Health." To the right are navigation links: NEWS | PRODUCTS | INDUSTRIES | EVENTS | SUPP. Below the logo are links for Job Listings, My Profile, My Saved Jobs, and My Applications. The main section is titled "Recent Job Listings" and includes a filter for "Recent | ★ Featured Jobs | All". A sorting dropdown is set to "Date Posted" and the page size is "10". Three job listings are visible:

Job Title	Location	Category	Sub Category	Posted
LPG Non-Invasive Cardiologist	US:FL:Fort Myers	Physician	Cardiology Non-Invasive	09/01/2021
Surgical Technologist II	US:FL:Cape Coral			09/01/2021
Operating Room Clerk	US:FL:Cape Coral			09/01/2021

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.

The screenshot shows the application process for the "LPG Non-Invasive Cardiologist" position. The top navigation bar includes links for NEWS | PRODUCTS | INDUSTRIES | EVENTS | SUPPORT | SERVICES | COMPANY. Below this are links for Job Listings, My Profile, My Saved Jobs, and My Applications. The user's name "Kyle Hodges" and a language dropdown are visible. The main content area is titled "Application For LPG Non-Invasive Cardiologist" and features a navigation bar with "Previous" and "Next" buttons. A sidebar on the left lists application tasks: Application Instructions (selected), Contact Information, Profile Questions, and Employment History. The main content area displays "Application Tasks" and "Application Instructions" with the following text:

Welcome to the Lee Health application process!

Use the NEXT button in the navigation bar above to move forward from page to page within the application. If you need to go back a page you can use the PREVIOUS button.

Please note that some pages may require you to scroll down in order to answer all of the questions and you may have to scroll back up to the top to find the NEXT button.

Thank you for application!

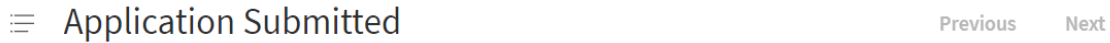
- a. Click Next to move to the Contact Information task
4. On the Contact Information tasks:
 - a. If you have not completed this in previous applications, **Confirm Your Name**, contact information, contact methods, **Where Do You Live?**, and **How Do We Contact You?** sections. If previously completed, 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

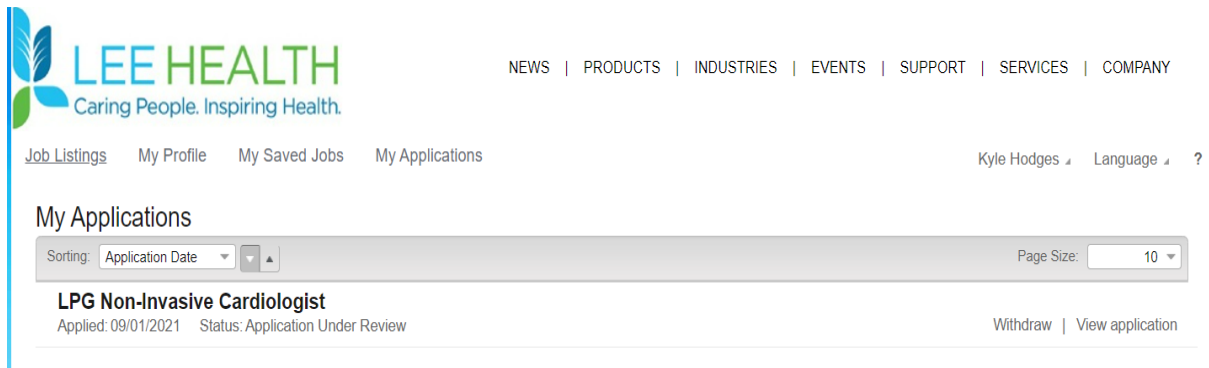


- b. You will receive a message that indicates your application has been received.



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 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.



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