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**
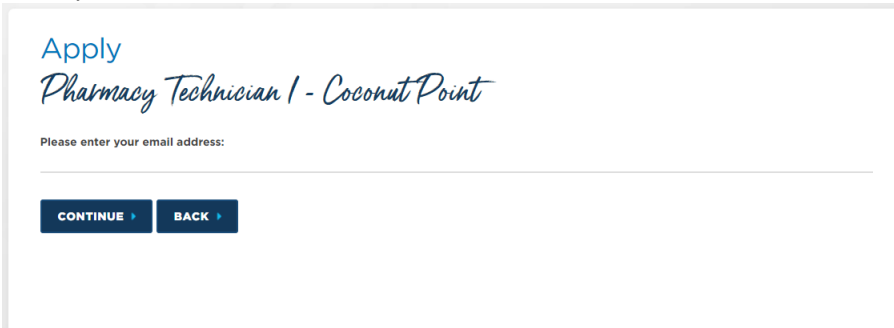

Start your job search today

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.
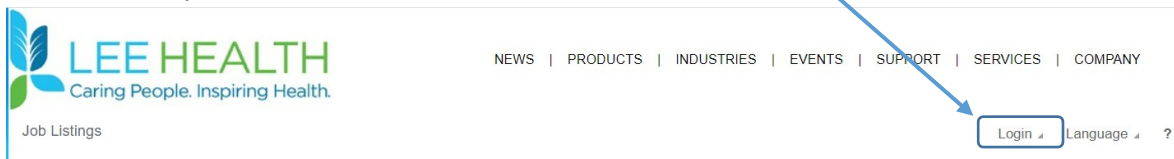
FOR NEW CANDIDATES
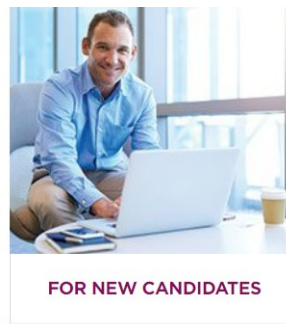
3. The link will direct you to the Job Board with a list of all available applications

4. Cllick on Apply button
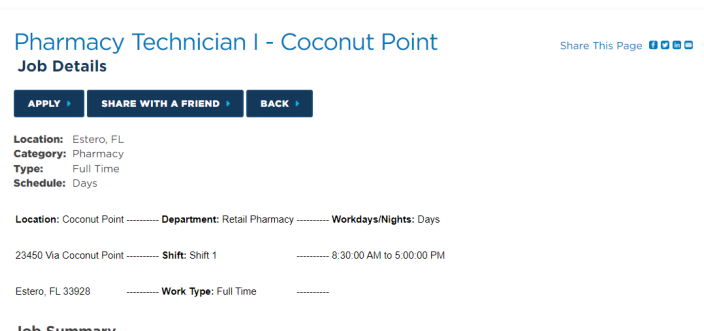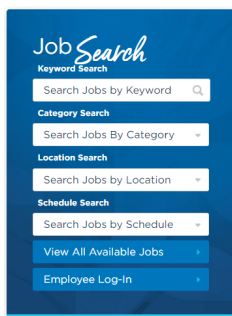
5. Enter your email address and click Continue.

Apply

Pharmacy Technician I - Coconut Point

Please enter your email address:

CONTINUE › **BACK ›**

6. 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

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Job Listings

Login ⌐ Language ⌐ ?

7. Click on the **Register** button
8. 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
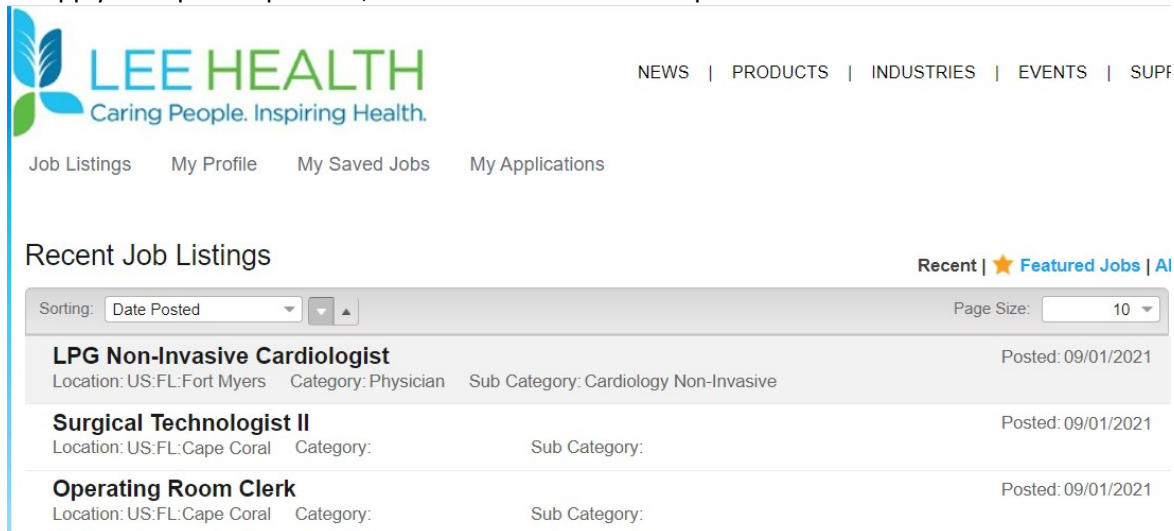   b. For Resume uploads, validate the information following the load and use the pencil button to edit as needed.
9. Click the appropriate begin/submit button.
10. In the top left corner, click on **Job Listings** to view the available postings.

Apply for a Job

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

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Job Listings   My Profile   My Saved Jobs   My Applications

Recent Job Listings

Recent | ⭐ Featured Jobs | Al

Sorting: Date Posted ▼ ▲   Page Size: 10 ▼

LPG Non-Invasive Cardiologist   Posted: 09/01/2021
Location: US:FL:Fort Myers   Category: Physician   Sub Category: Cardiology Non-Invasive

Surgical Technologist II   Posted: 09/01/2021
Location: US:FL:Cape Coral   Category: Sub Category:

Operating Room Clerk   Posted: 09/01/2021
Location: US:FL:Cape Coral   Category: Sub Category:

2. Review the Job Summary and if you identify this opportunity as a solid fit for your skills, click on the **Apply** button ➔ | **Apply**
   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.
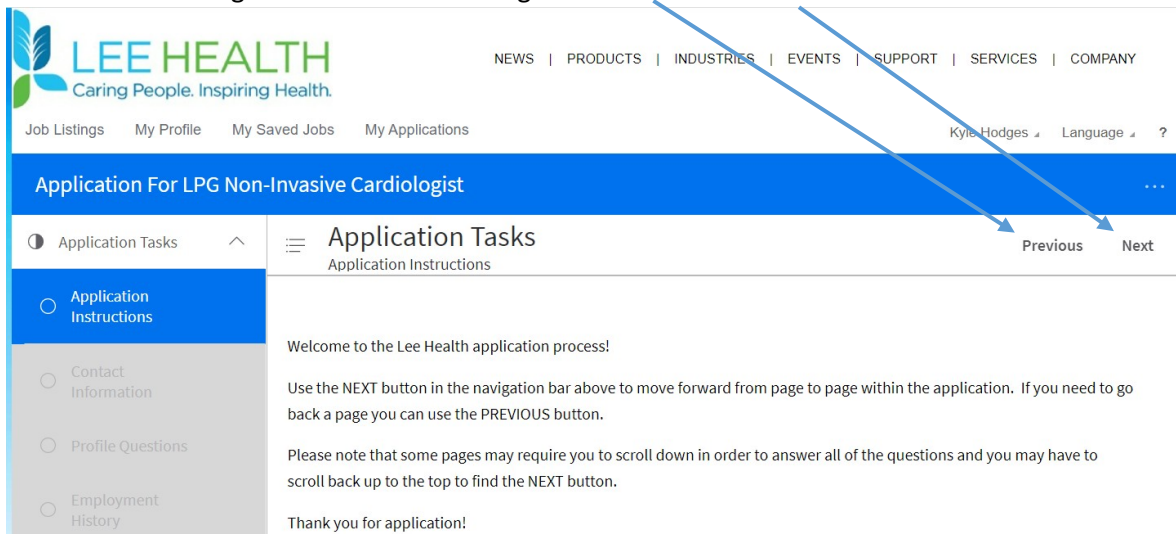
   a. Click Next to move to the Contact Information task
4. On the Contact Information tasks:
   a. If you have not completed this in previous applications, **Confirm Your Name**, contact information, contact methods, **Where Do You Live?,** and **How Do We Contact You?** sections. If previously completed, 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: 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.
   a. 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.
14. When complete, select **Next**
15. 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
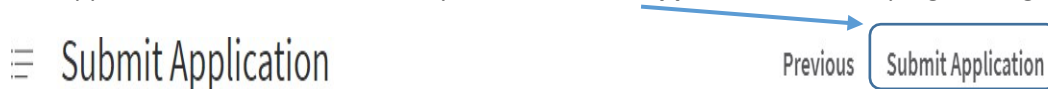
   b. You will receive a message that indicates your application has been received.

   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.
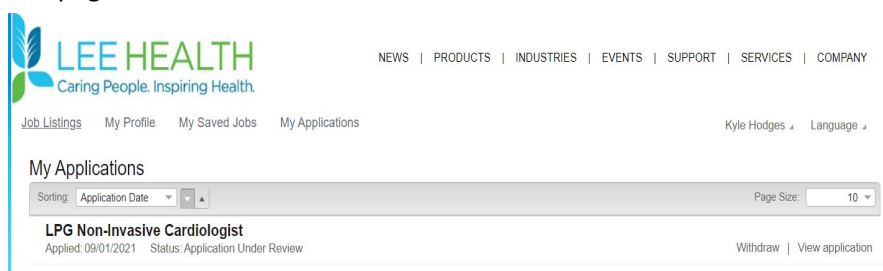
What resources are available if a candidate needs assistance or computer access to apply for jobs at Lee Health?

Apply online any time using our Job Search Page. Candidates needing assistance or computer access may also apply at our Employment Center located at 6630 Orion Drive, Fort Myers, FL 33912. Hours: Monday through Friday, 8:00 am to 4:30 pm. Application kiosks are also available for candidates to apply online at our hospital locations:

- Health Park Medical Center - Cafeteria
- Lee Memorial Hospital - Cafeteria
- Gulf Coast Medical Center - Cafeteria
- Cape Coral Hospital - Main Lobby

How can I get technical support after hours?

If you have difficulty filling out the online application after normal hours (like evenings or weekends), call our Lee Health Help Desk at 239-343-7900. You can also send an e-mail to HR@leehealth.org to request help. Please provide your phone number and e-mail address when you can or e-mail, so we can easily contact you the next business day.

How can I get technical support during normal business hours (Monday through Friday 8:00 am to 4:30 pm)?

If you're having difficulty filling out the online application during normal business hours (Monday through Friday 8:00 am to 4:30 pm), contact our HR Call Center at 239-424-3500. You may also visit our Employment Center or one of our online application kiosks for personal assistance.

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