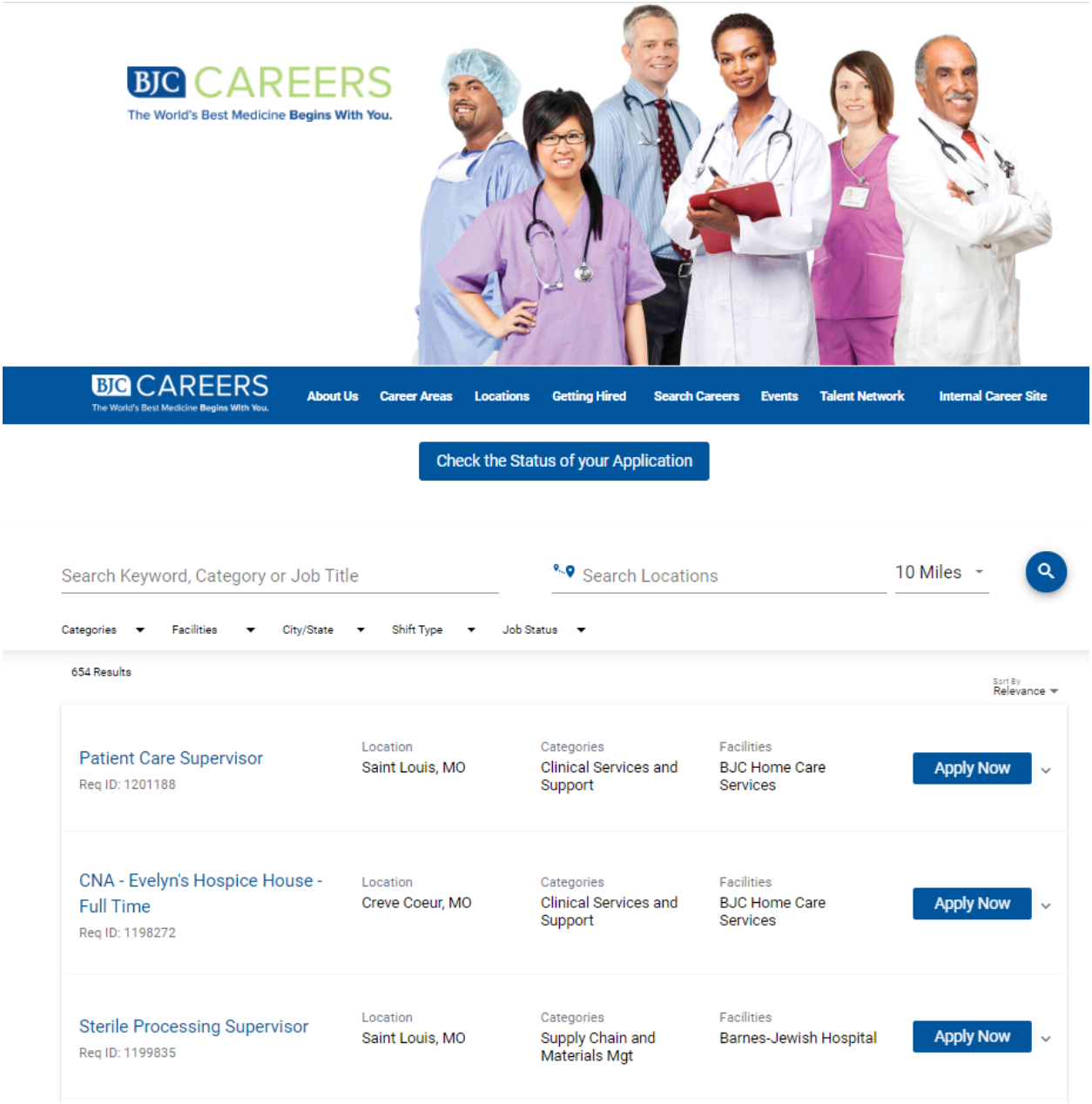
BJC Careers External Apply Portal

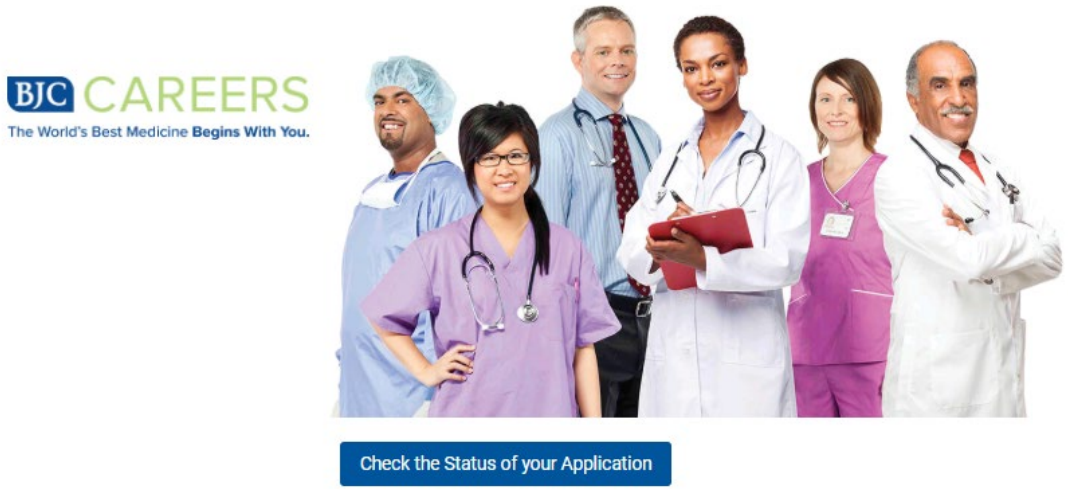
- First, go to www.bjc.org/careers, this is the apply portal for external users
- You can either start searching for positions by typing keywords in to the 'Search Careers' search bar, or by clicking 'Search Careers' in the blue banner

- This will take you to the search page

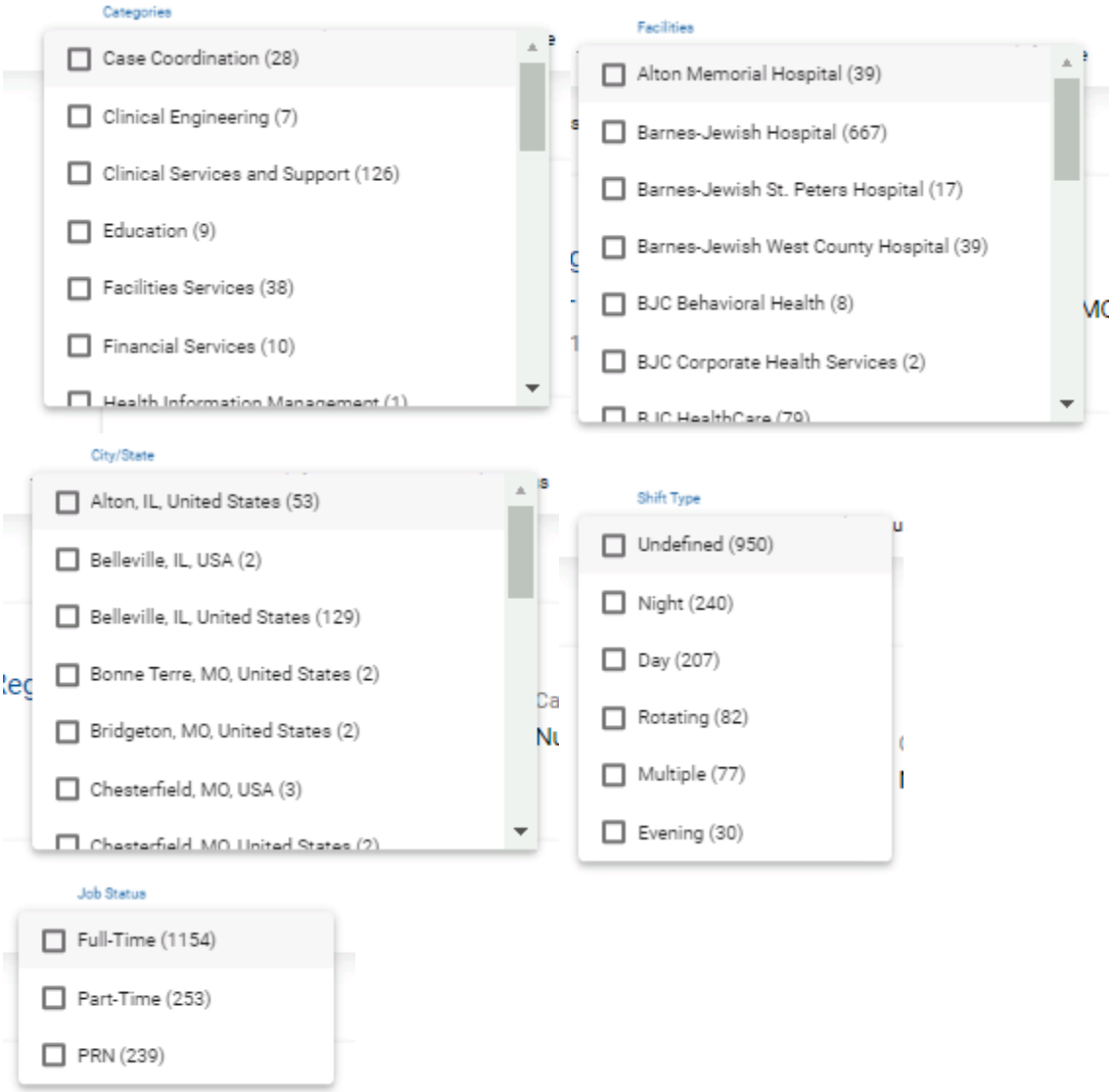


BJC CAREERS

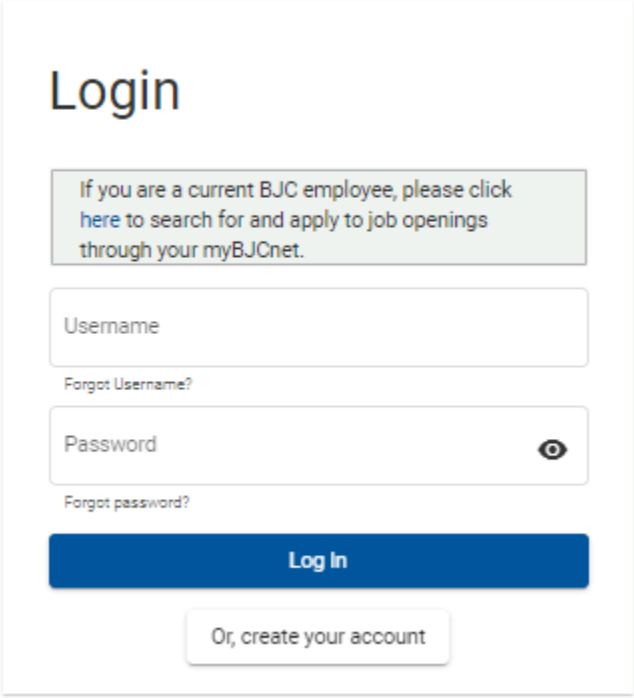
- You'll be able to search for careers by keywords powered by Google
- From there you can filter by location including cities and zip codes and radius searches from these cities or zip codes



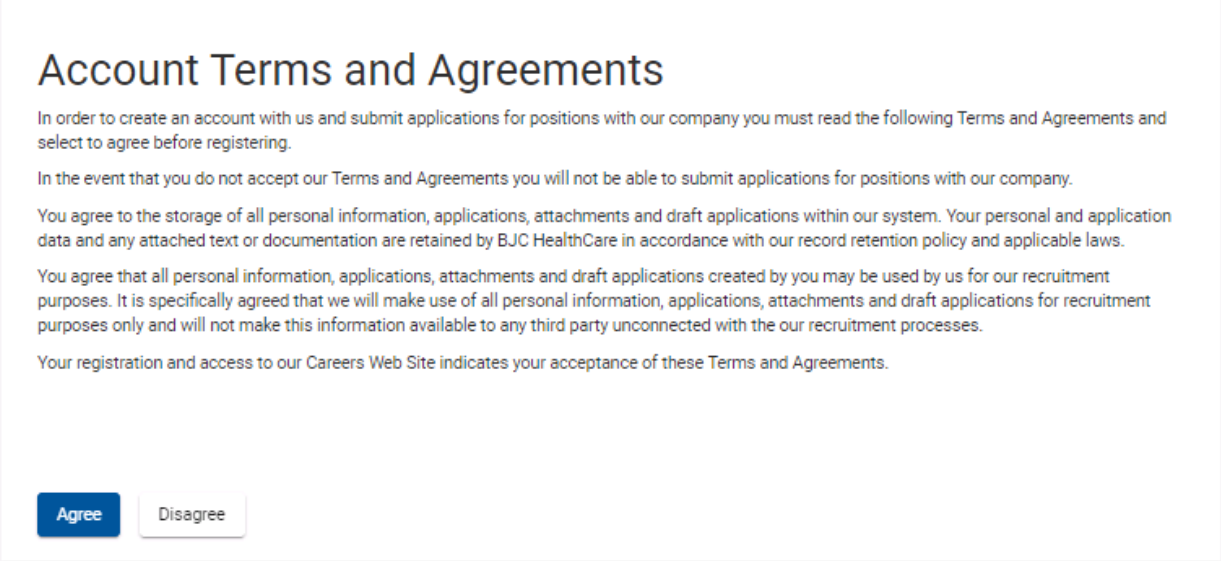
- In addition, you'll be able to filter by Job Category, Facility (HSO), City/State, Shift Type and Job Status



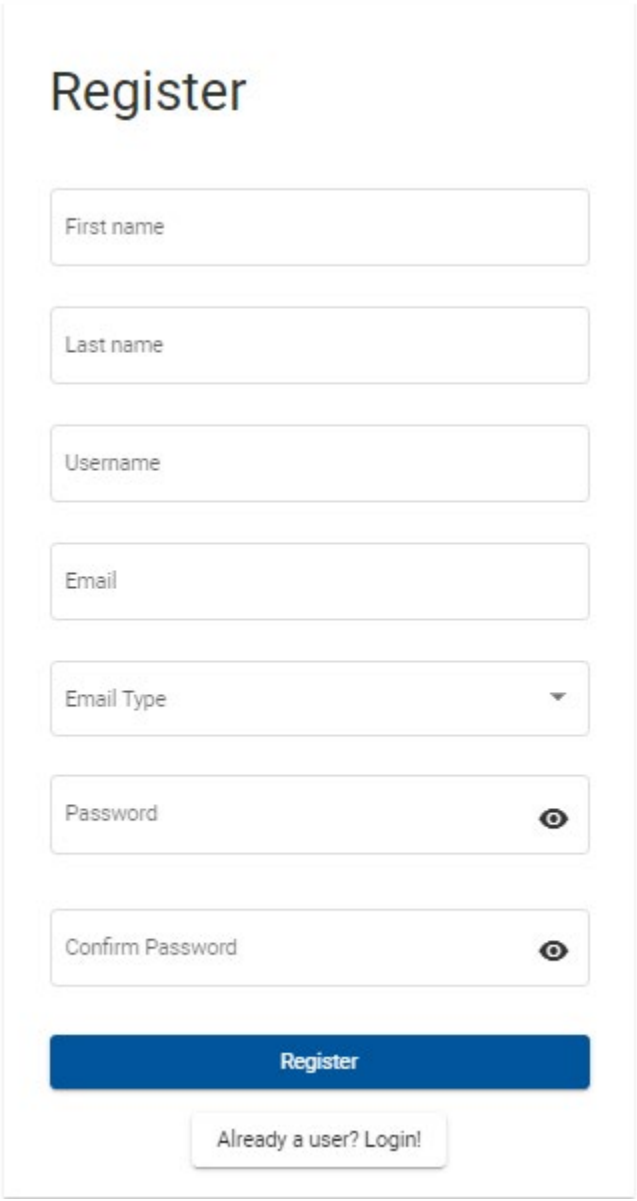
- Once you find a position you'd like to apply for, click 'Apply Now'.
- You'll first be asked to login, or create an account.
- If you applied using the external apply portal previously, you'll be asked to login using your Username and Password. This will be a unique Username and Password you created previously, not tied to your BJC credentials.
- If you forgot your original Username or Password, there are options to retrieve these.
- If you have not applied using the external apply portal previously, you'll need to create an account using the button at the bottom of the login interface.



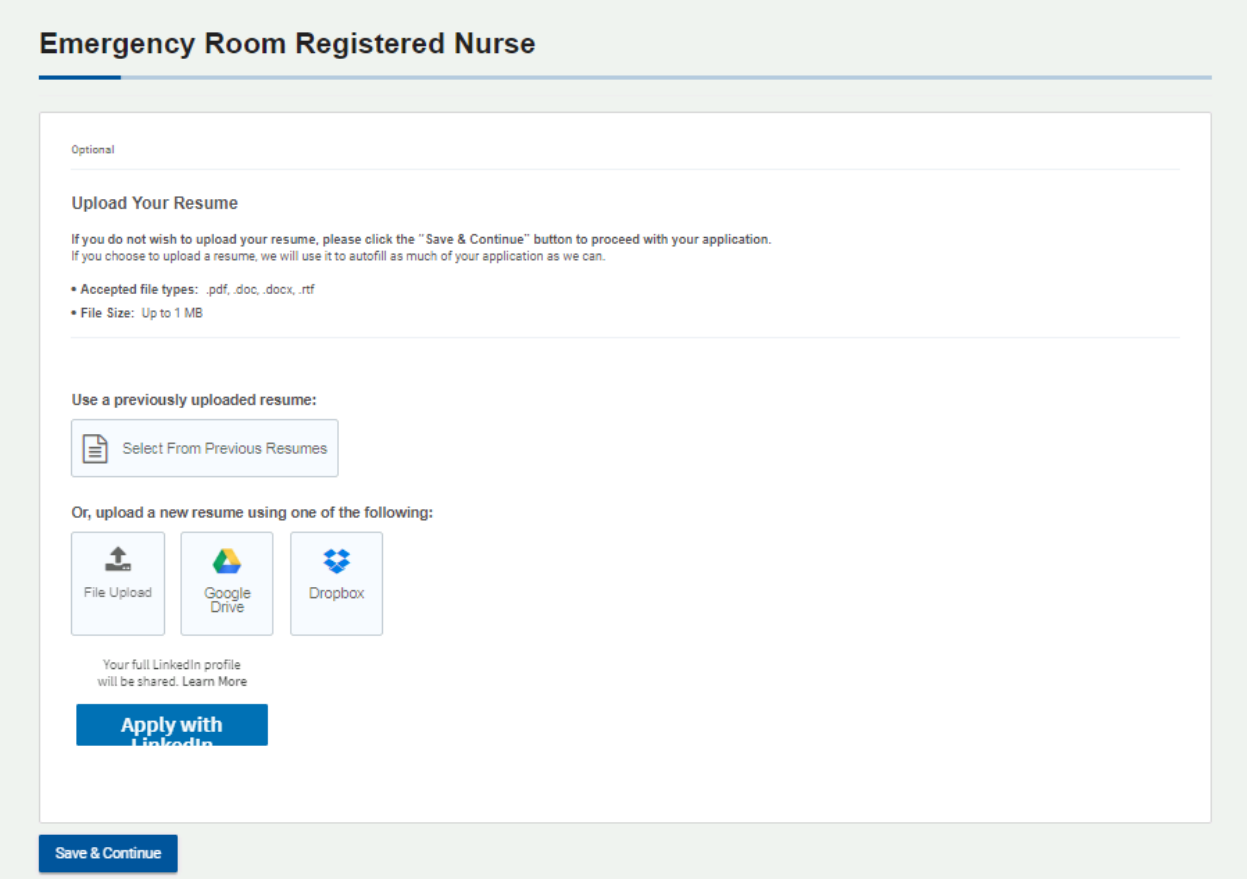
- If you need to create an account, you'll first be taken to the Terms and Agreement page



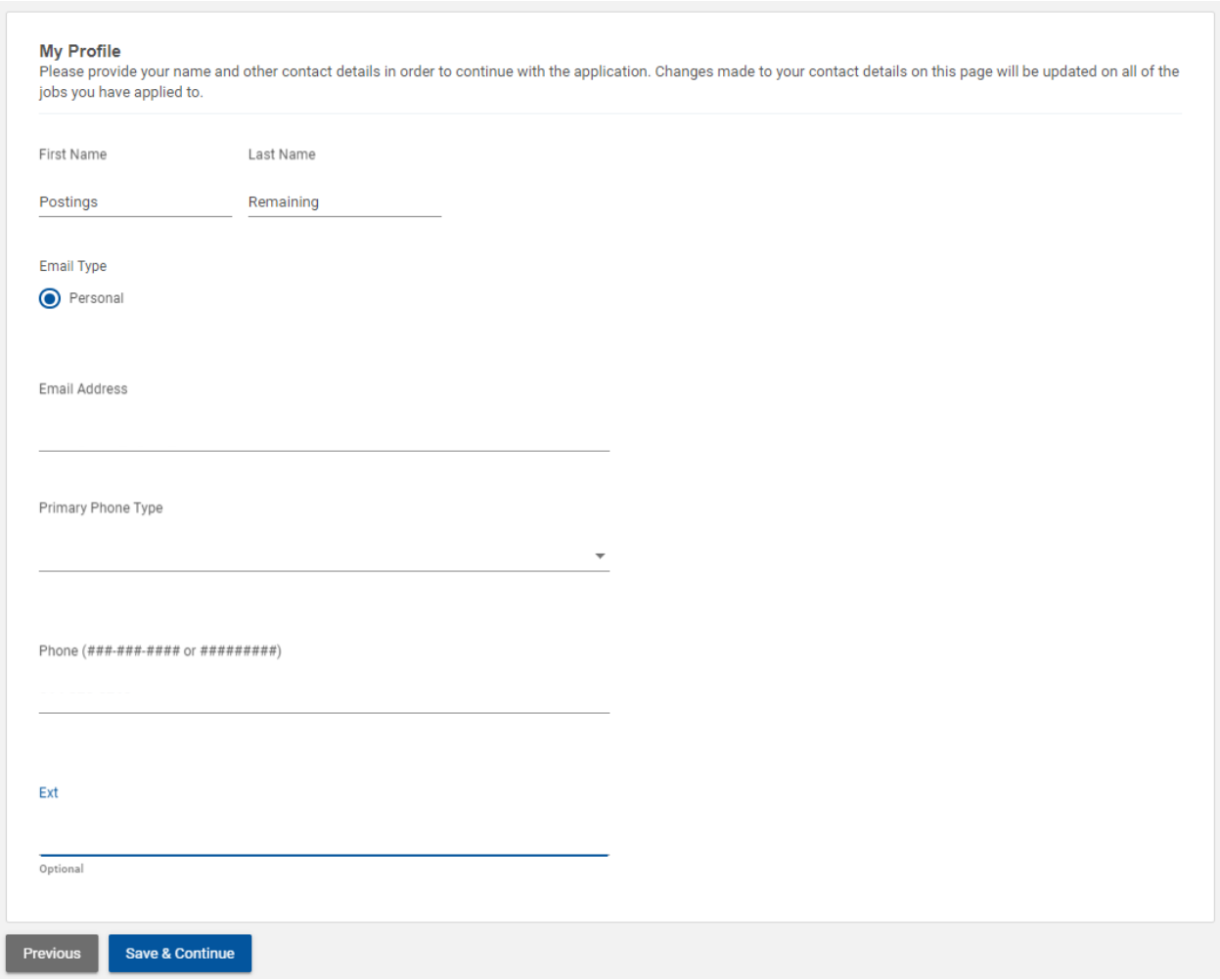
- Next, you'll need to fill out some basic contact information to create your account.
- A few items to keep in mind when creating this account:
    - For the username, do not use your BJC NT ID as your username. You'll need to create a unique username that you'll remember.
    - To make sure you receive application updates, do not use your BJC email address. Use a personal email address instead.
- Once your account is created, you'll begin the application process

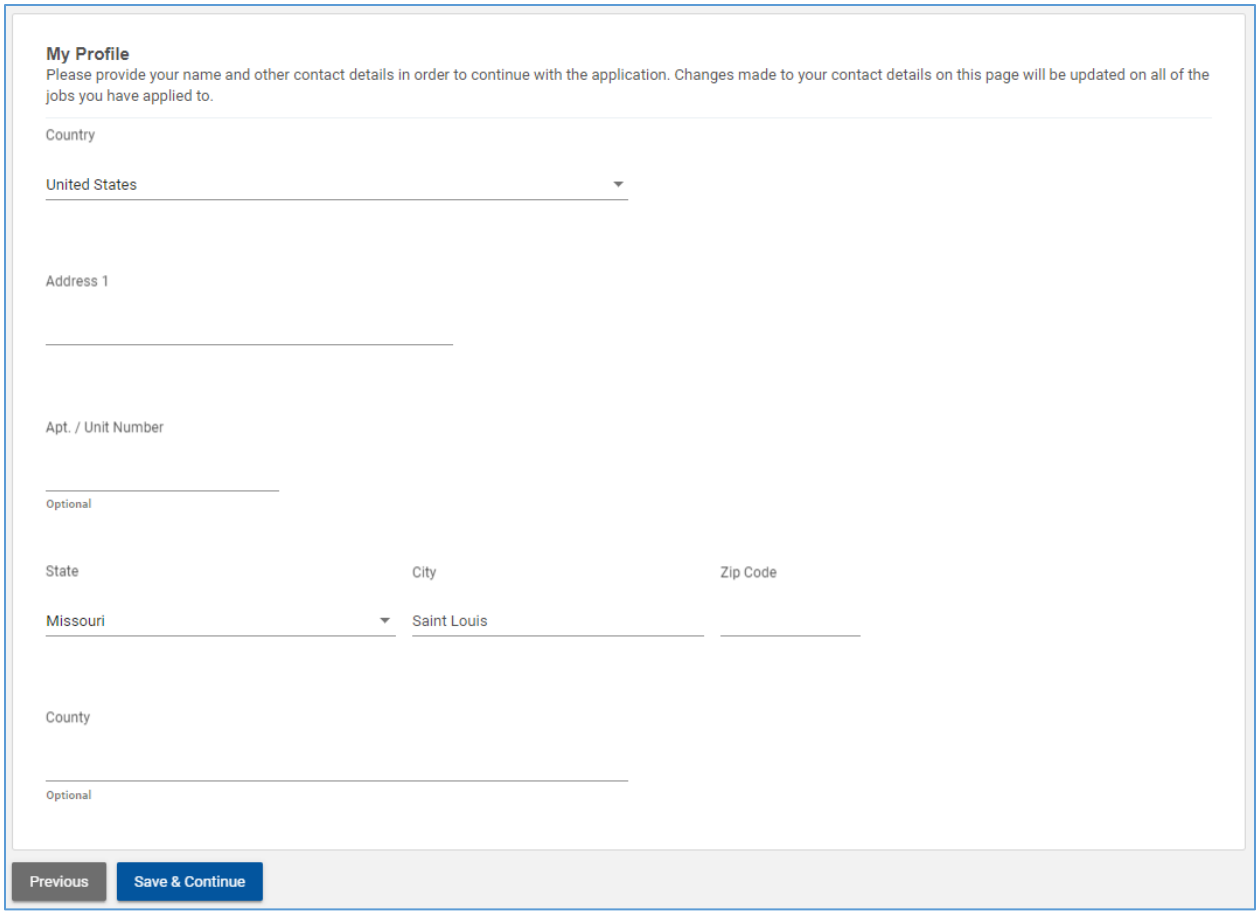


- The first step is to upload a resume. This is optional. If you have applied using the external apply portal previously, you can upload a previous resume. You can also upload a new document, attach from Google Drive or Dropbox, or use your LinkedIn Profile.

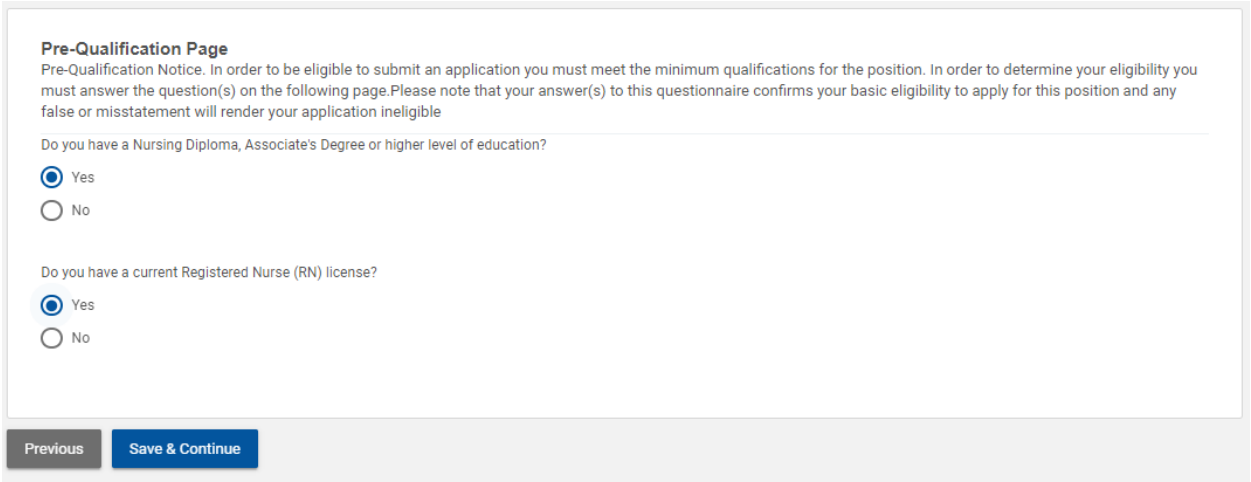


- Next is your profile. If you uploaded a resume on the previous screen, this information should automatically parse to fill these fields out. You may have to enter this information manually.

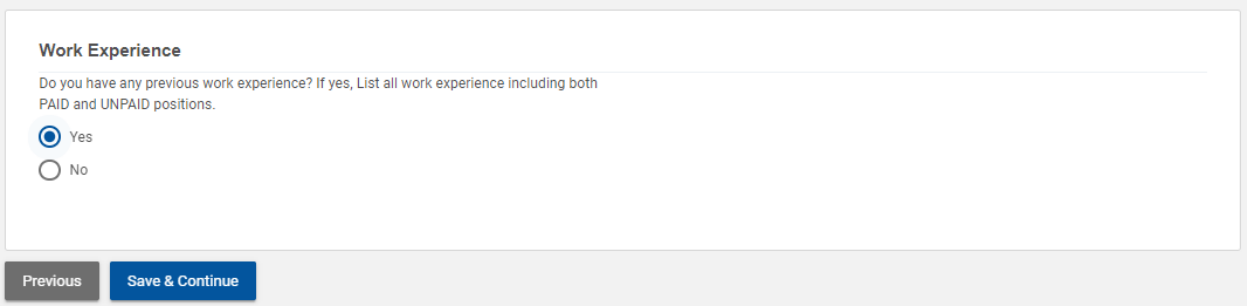


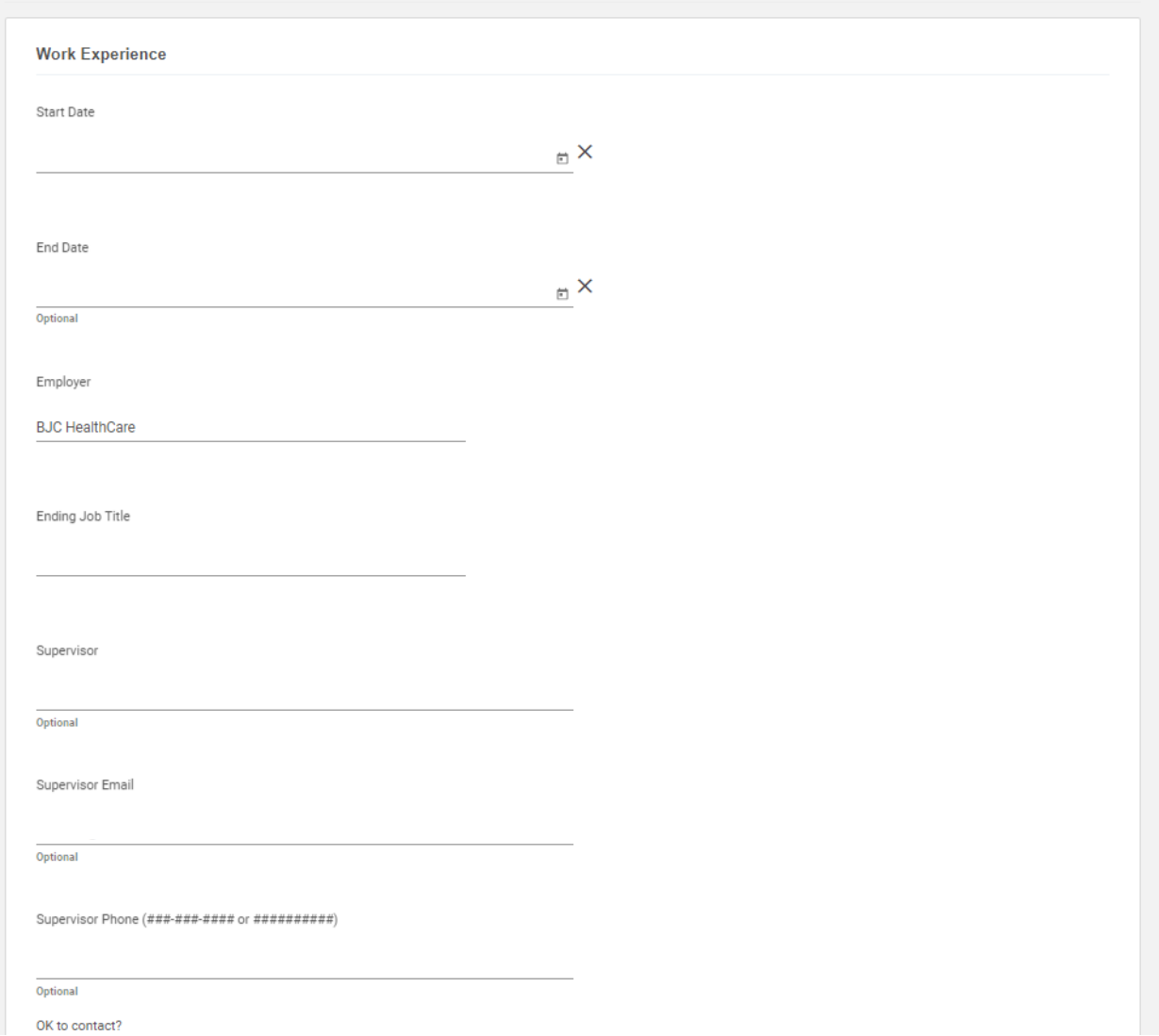


- Depending on the position you are applying for, you may be asked some pre-qualification questions

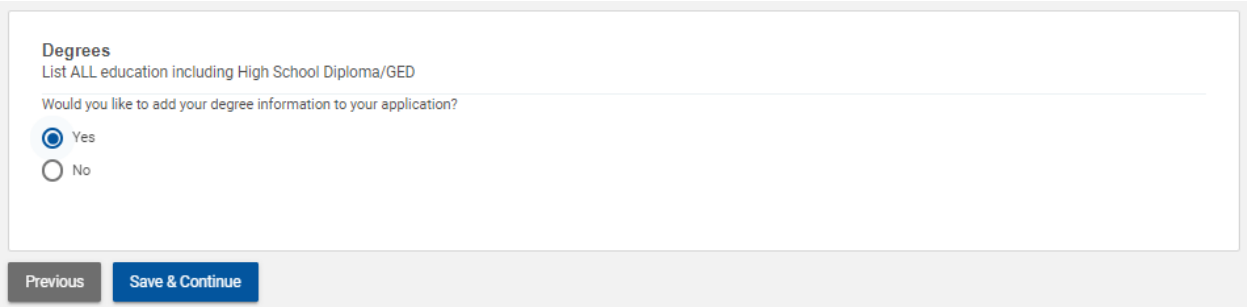


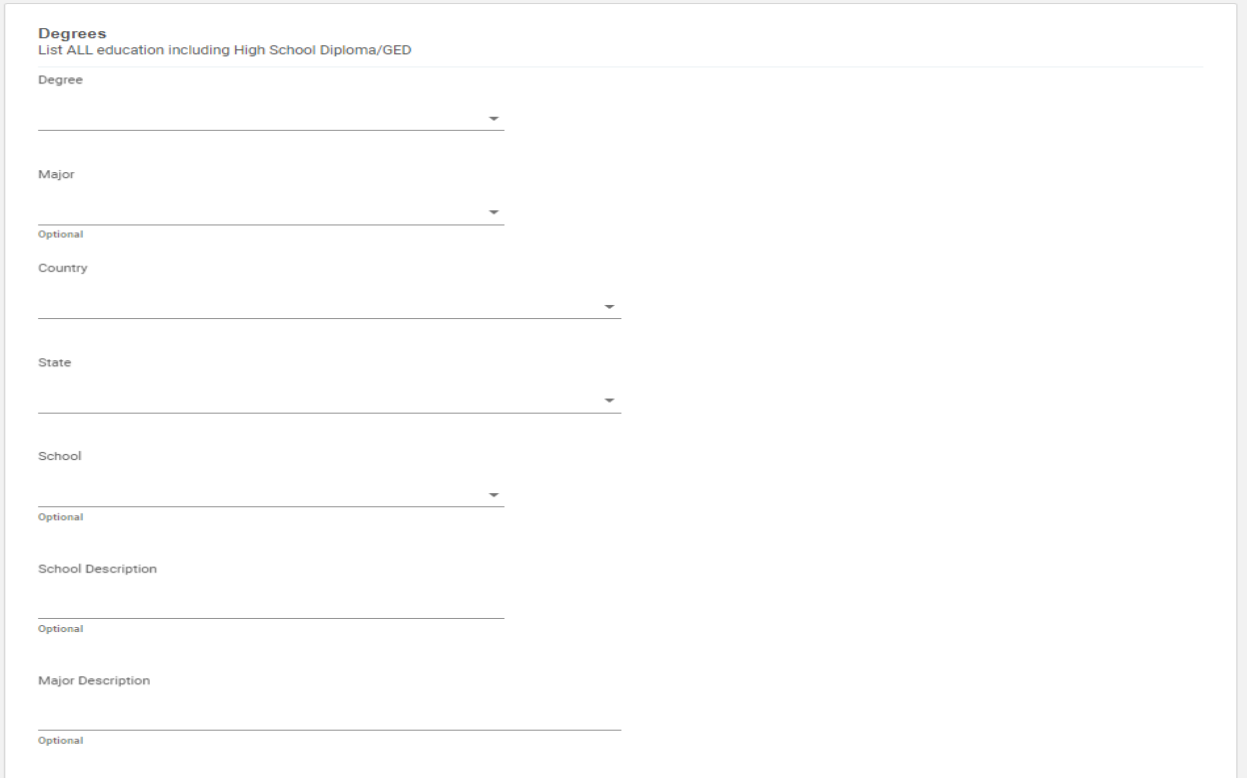
- You have the option of entering your Work Experience. This information should parse over, if you uploaded a resume. You may have to also enter some information manually.



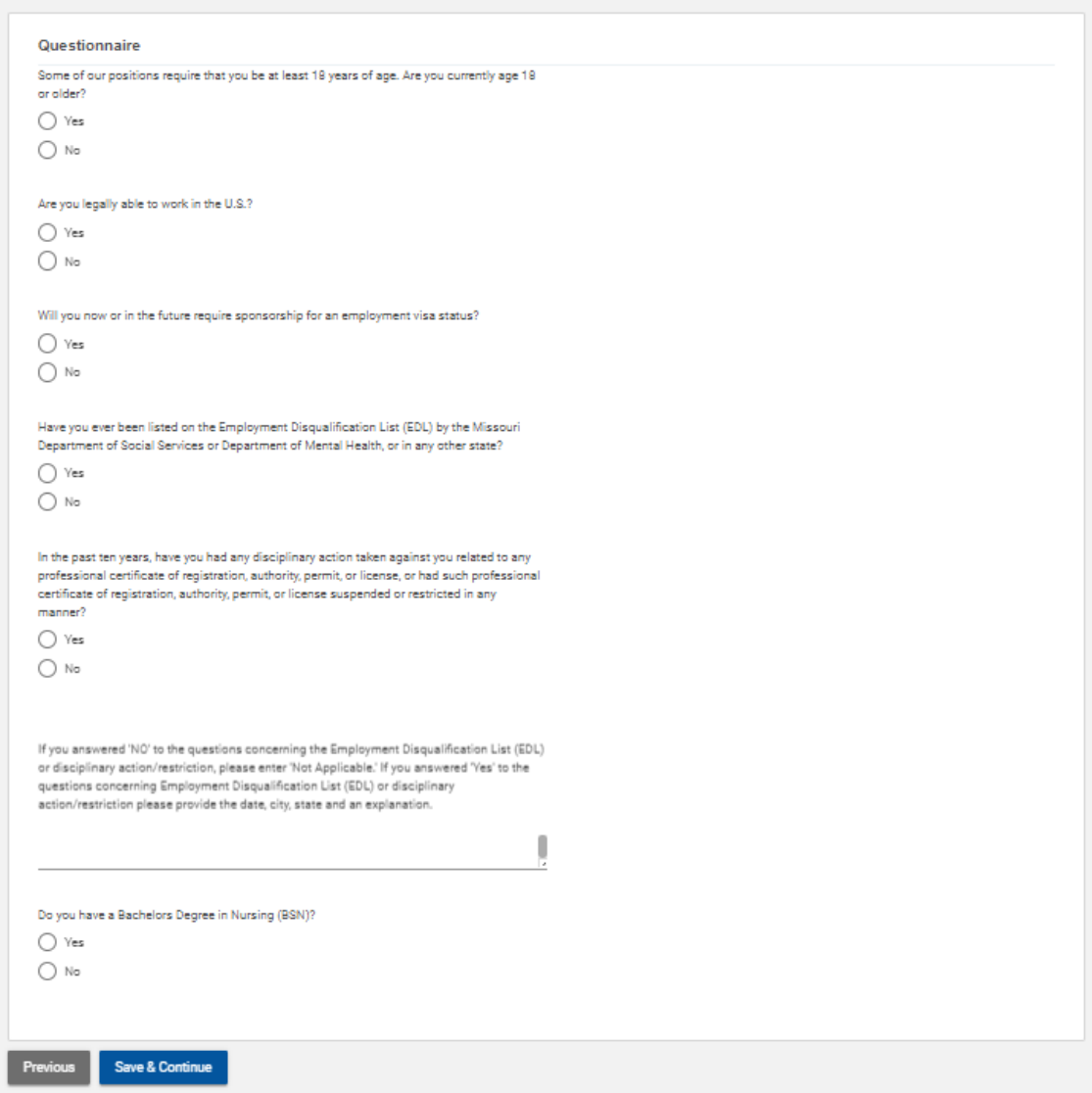


- You are also able to enter your Education information. Similar to the Work Experience, this information should parse over, if you uploaded a resume. You may have to enter some information manually.

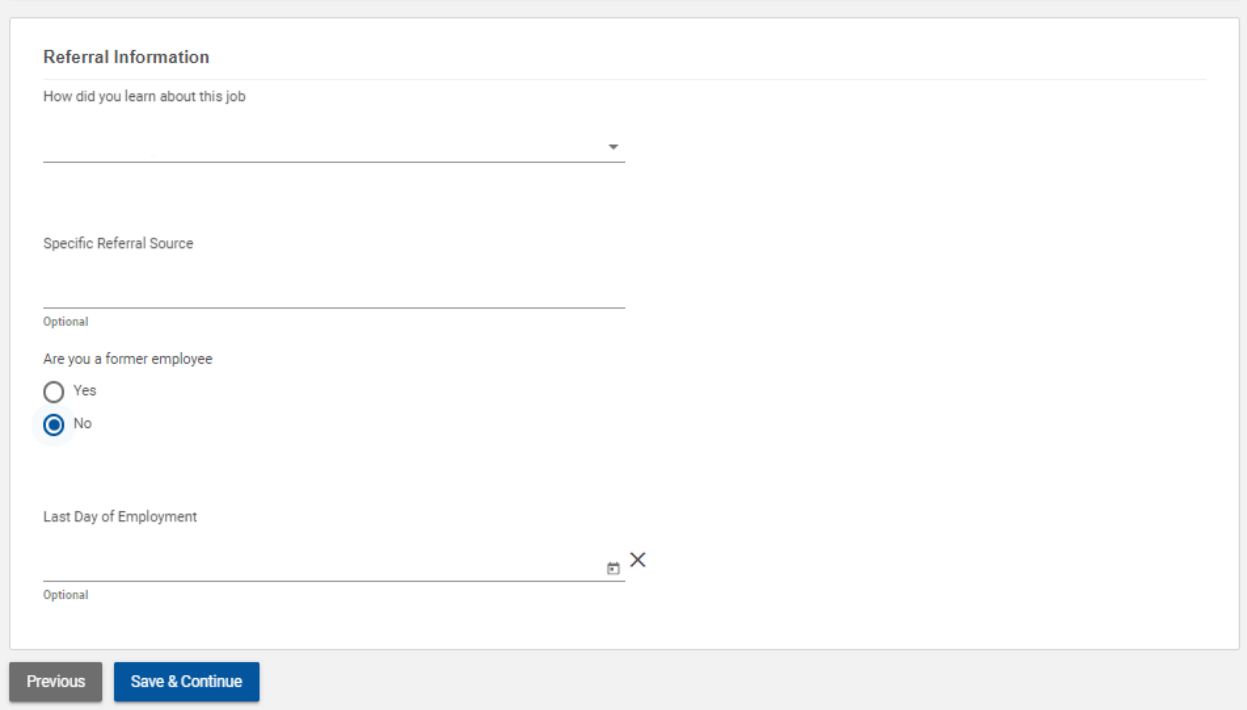




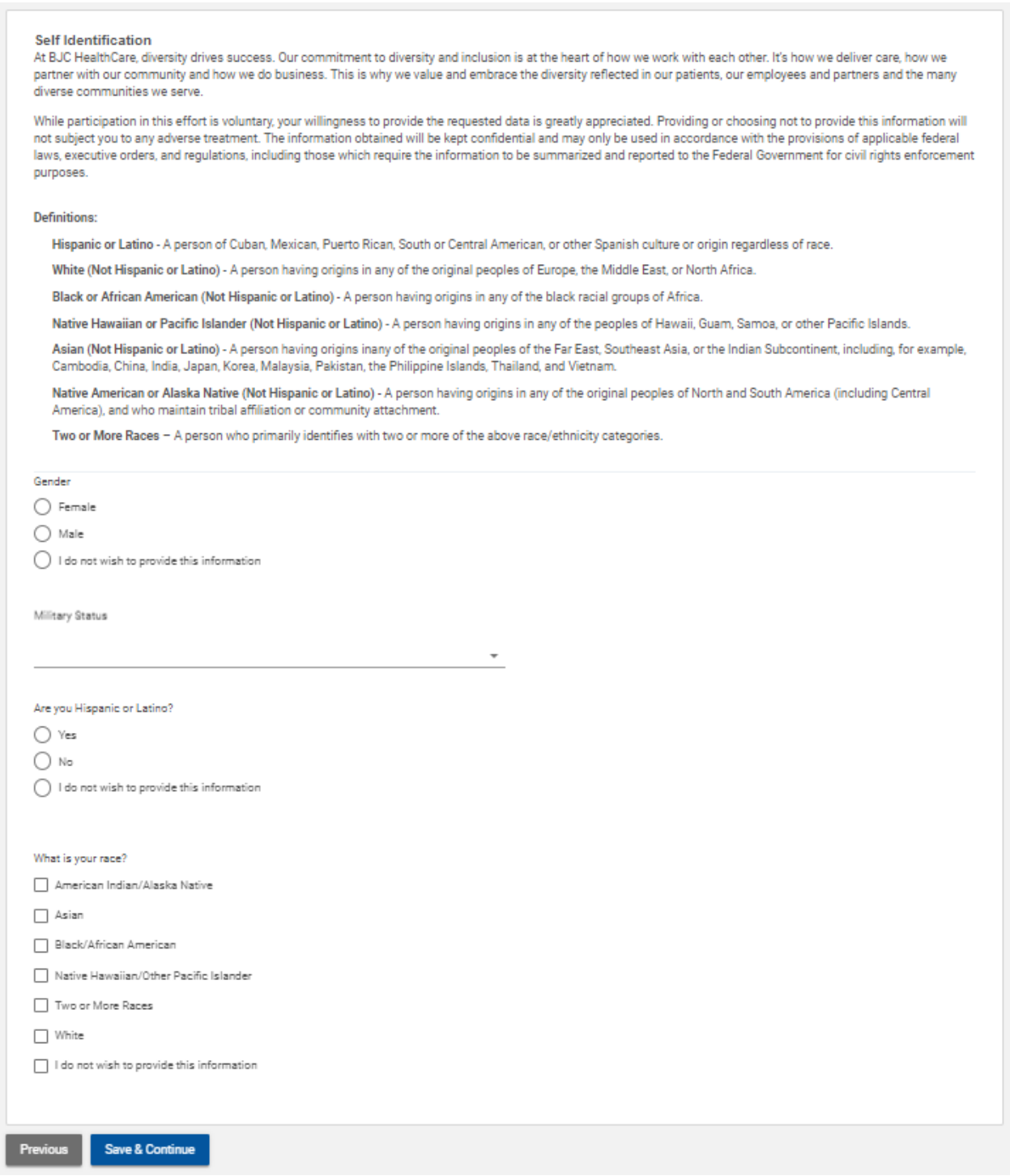
- You will then be asked HR Related Questions



- You have the option of adding any referral information



- You will then be taken to a Self-Identification survey. There are “I do not wish to provide this information” options available



Self Identification

At BJC HealthCare, diversity drives success. Our commitment to diversity and inclusion is at the heart of how we work with each other. It's how we deliver care, how we partner with our community and how we do business. This is why we value and embrace the diversity reflected in our patients, our employees and partners and the many diverse communities we serve.

While participation in this effort is voluntary, your willingness to provide the requested data is greatly appreciated. Providing or choosing not to provide this information will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

Definitions:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins inany of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races – A person who primarily identifies with two or more of the above race/ethnicity categories.

Gender

- ○ Female
- ○ Male
- ○ I do not wish to provide this information

Military Status

Are you Hispanic or Latino?

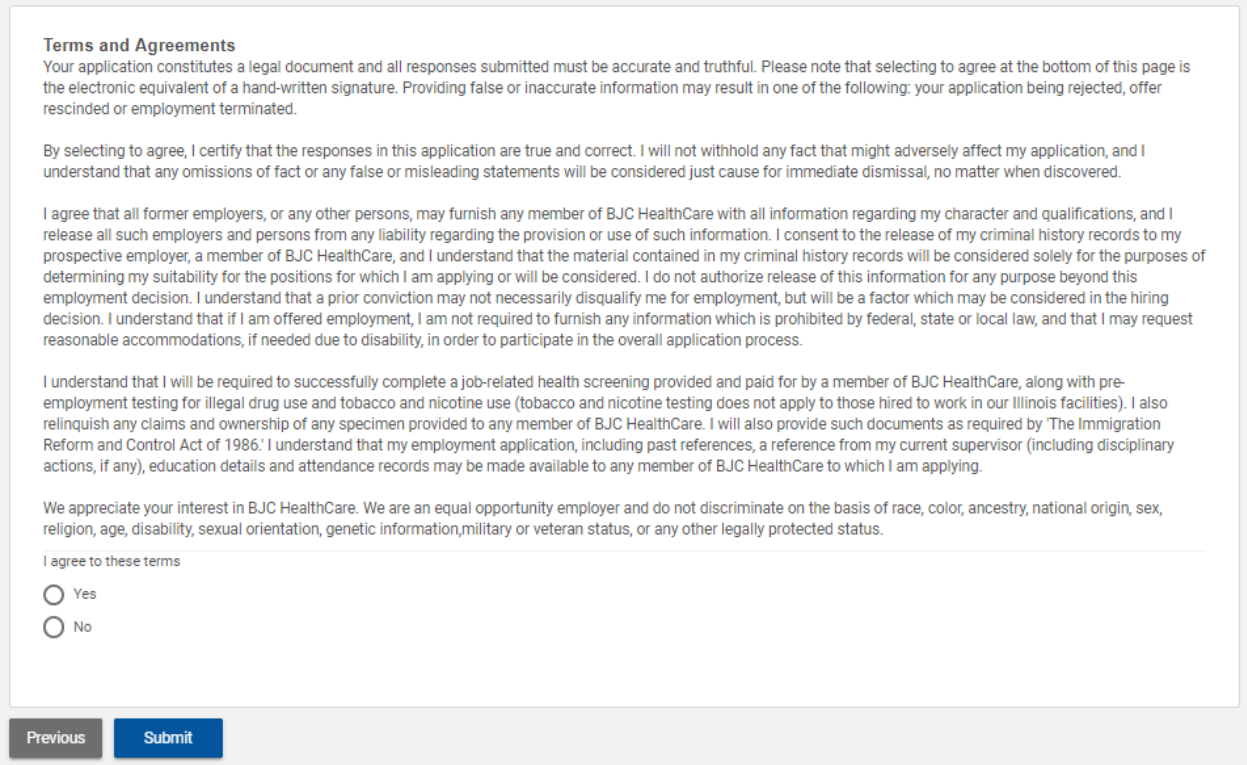
- ○ Yes
- ○ No
- ○ I do not wish to provide this information

What is your race?

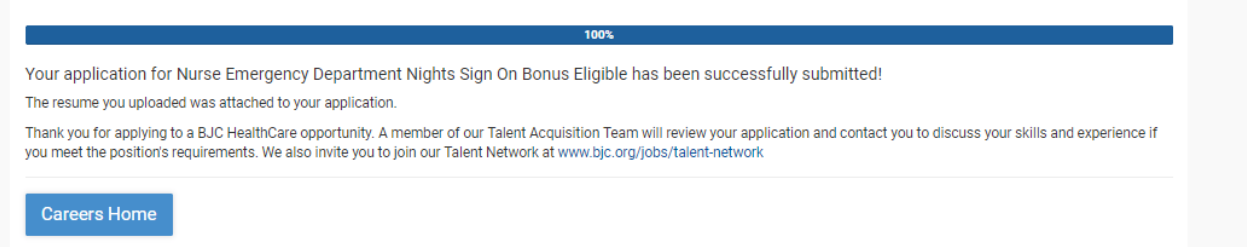
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black/African American
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ Two or More Races
- ☐ White
- ☐ I do not wish to provide this information

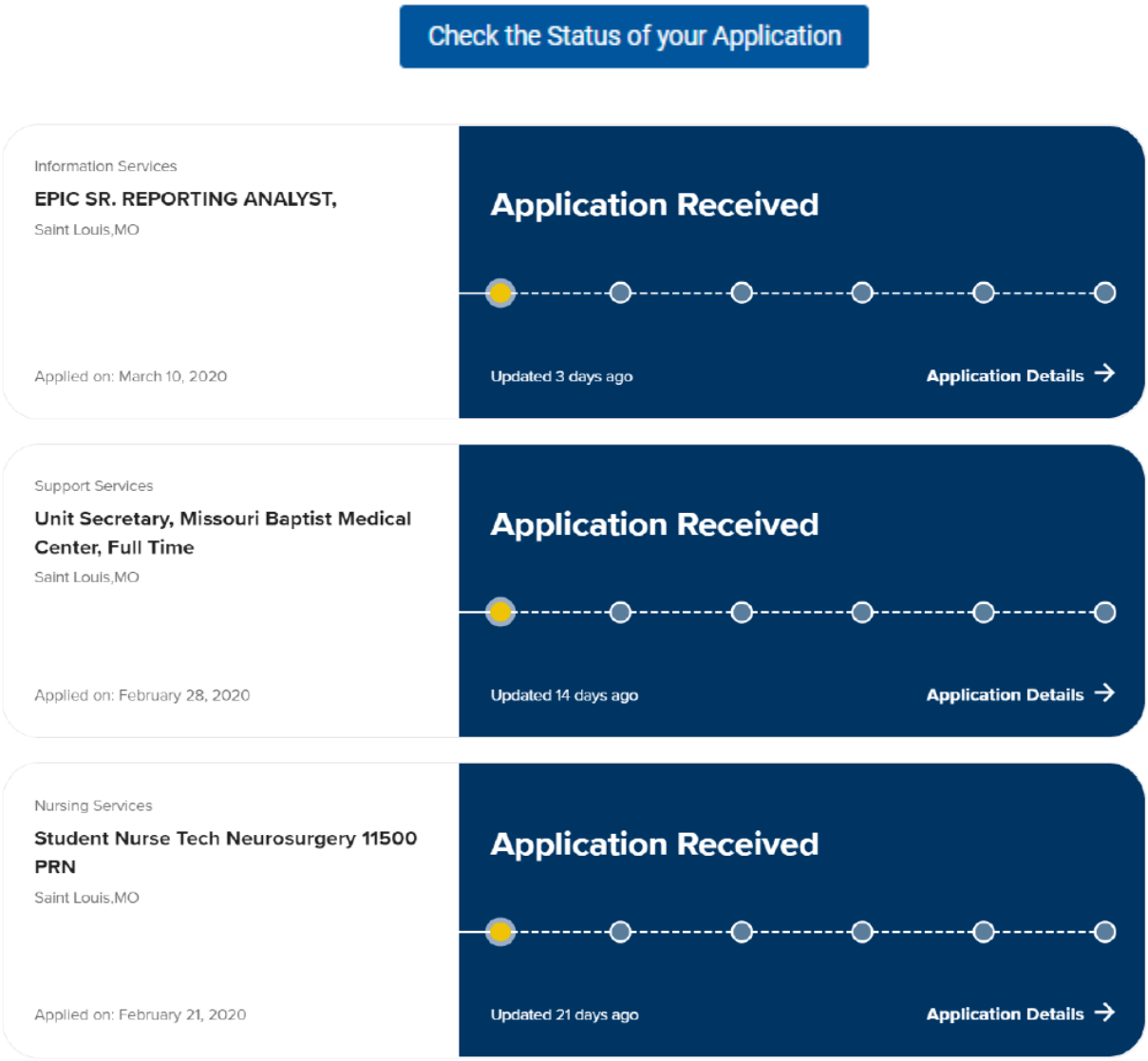
Previous | Save & Continue

- You will then be ask if you agree to Terms and Agreements



- Once you hit 'Submit' your application will be complete for the position
- You will be taken to this screen, if your application was submitted correctly



Updated Candidate Portal

- In addition to a new apply interface, we have also updated our Candidate Application Portal
- You will be able to access this by clicking the “Check the Status of your Application” button at the top of the Search Careers page