

## Current BWH Employees Seeking Nursing Positions

As an employee of BWH, here is the easiest way for you to search for a BWH nursing position. If you want to search all positions across the Partners Affiliates, you do not need to use the **BWH** keyword search instructions outlined below. Please print these directions for easy reference.

### **Go to [www.Brighamandwomens.org](http://www.Brighamandwomens.org) web-site and, once there:**

1. Under “May We Help You?” select “Find a Job”. This will bring you directly to the Career page
2. On the side bar, click on “For Employees (Careers/HR)”
3. Go to the middle of the page and click on [apply on-line](#). This will bring you to the PeopleSoft Login page: enter your user ID and password
4. This will bring you to the Careers page, which will welcome you by name

### **To Search for a Nursing Job:**

1. In the box labeled “Basic Job Search” click on “Advanced Search” link.
2. That will take you to the Job Search Page. In the “Enter Keyword” box, type in: **BWH**
3. In the “Select Job Families” pull down menu, highlight **Nursing**
4. Click on the yellow “Search” button at the bottom , or top of the page
5. All current nursing positions will be displayed
6. You may click on the “Job Title” to view the job description
7. If interested in applying for a position, click on “Apply Now”
8. At this point, the system will ask you how you would like to proceed in completing the online application. You may choose to submit a resume or apply without using a resume.
9. Complete all sections of the application and select “Submit” before you exit the career site

### **Helpful Hints:**

1. Once your search results have been displayed, the number of jobs which met your criteria will be indicated above the “Search Results” box: “xx Results Found”

2. If results are displayed on multiple pages, you can review each page by clicking on First, Previous, Next or Last, which are displayed above the search results
3. You can also sort the results by each column title:
  - For example, if you want to sort by shift, simply click on the word “Shift” on the far right column header.
  - The results will be displayed in alphabetical order, A- Z
  - Click “Shift” again, and the results will resort in reverse alphabetical order, Z – A
  - This same process holds true for all other column headers

**Some Benefits of The ATS System:**

These directions have shown you how to access the Applicant Tracking System (ATS) by logging into it via PeopleSoft; some benefits to you include:

1. Since the ATS is fully integrated with our PeopleSoft payroll and human resources system, it will automatically populate your name, address, and education information (which already exist in PeopleSoft), so you don’t have to do that yourself.
2. If you apply for a job, you will be able to log back in and see the status of the job.
3. Later, if you decide to apply for additional positions you can pull up the resume you previously submitted and which has been stored in PeopleSoft, to make the application process even easier.