



## Searching for Open Positions

1. Locate the Wheaton Franciscan Healthcare website at [www.mywheaton.jobs](http://www.mywheaton.jobs) – **click on the job search tab**
2. Click on your desired location
3. After clicking on the location, begin your employment search.
4. Type in job title or use the drop-down menus to choose the position you are looking for and click **SEARCH**.
5. Click on the title of the position to learn more about it.
6. If you are not interested in applying to this position, click on **Return to Results**.
7. To apply, click on **Create a Profile** at the bottom of the position description.

### Searching Hints

- All jobs listed online are open positions. Once a position is filled, it is removed from the posting.
- The fewer choices you enter when searching, the more positions you will find.
- FTE = full time equivalence. A 1.0 FTE is full-time. A 0.5 FTE is half-time.
- Requisition Number = HR code used for each position.

## Applying for a Position

### Have you applied online at Wheaton Franciscan Healthcare before?

<b>Yes</b> – follow these steps to log in.	<b>No</b> – follow these steps to create an account.
<ol style="list-style-type: none"> <li>1. Go to <b>Registered Users</b>. <u>Do not create a new account.</u></li> <li>2. Type in your username and password.               <ul style="list-style-type: none"> <li>• Usernames are case-sensitive; make sure you enter it exactly.</li> </ul> </li> <li>3. Click on <b>SUBMIT</b>.</li> <li>4. You have now applied to the selected position.</li> </ol>	<ol style="list-style-type: none"> <li>1. Scroll down to <b>Create a New User Account</b>.</li> <li>2. Create a username.               <ul style="list-style-type: none"> <li>• Your username can be anything you want, as long as it is at least 6 characters long.</li> </ul> </li> <li>3. Create a password. Type this in both boxes.               <ul style="list-style-type: none"> <li>• Your password must also be at least 6 characters long and cannot have any spaces.</li> </ul> </li> <li>4. Click on <b>SUBMIT</b>.</li> </ol>

### To complete the application:

1. Fill in the appropriate information on the application.
2. When finished, click on **SUBMIT**.
  - If you missed any boxes starred red, it will direct you to that point in the application for completion.
  - Complete the missing information and click **SUBMIT** again.
3. Review your application to make sure everything is correct.
  - If you need to change something, click on **EDIT** and make changes.
4. Click on **SUBMIT** when complete.
5. Read over the gray screen and click **OK** if you agree.
  - This is similar to signing a paper application.
6. Complete the employment history section and follow the same steps as above to submit. **If you do not see a happy face, your information has not been saved!**
7. **Logout** after applying to all jobs you are interested in.

### Application Hints

- Write down your username and password – you will use it again next time you want to use the system.

USERNAME

PASSWORD

- Any box in the application labeled in red is required.
- You must fill out the second page of the application, which is employment history.
- If you do not fill out the employment history section, the system cannot connect your application to any of the positions you apply for.
- If you don't see **Logout** as an option on your screen at the end of your search, click on **New Search** to get back to the search screen where the **Logout** link is located.

Your application has now been submitted to the system. **It will be reviewed by a recruiter and, if we are interested, you will receive a phone call.** Thank you for your interest in Wheaton Franciscan Healthcare!