

How to Apply for Regions Hospital/RHSC Jobs

It's easier than ever to find and apply to positions at Regions Hospital and RHSC. Just follow this simple guide to using our online job search and application tool!

Search for Jobs

- To begin your job search, visit our career site online at www.regionshospital-jobs or go to our website - www.regionshospital.com and click on Careers.
- On our Career page, click on Search for Job Opportunities.
- If you have an account with us, sign in right away before you start your job search. If you do not have an account, don't worry, you will have the opportunity to create one before you apply.
- On the 'Search for Job Opportunities' page, you may search for jobs by selecting one or more of the categories below. Click the **search** button at the bottom of the page to view selected jobs.
 - Position Type
 - Job Category
 - Job Posting Date
 - Keyword
 - Employer
 - Or, '**All**' to see our entire job list
- Browse through the search results and click on the job title or check the select box next to the positions of your interest. If you would like to see additional detail about a job, click the **job title**. Once you are ready to apply, click the **Apply to selected jobs** link on the bottom of the page.

To begin the application, you must create an account:

- To create an account, you will need to sign in with a username and password.
(Please note: **It is best to use an email address as your username.** If you use an e-mail address, we can send you emails about your application. If you do not have an e-mail address and would like to get one before you apply, read "[How to get a free email address](#)" below.)
- Determine your **Username** and **Password** (case sensitive) — Use the spaces provided below to write down your username and password. **(WE do not have access to your username and password, so please write them down in the spaces provided below.)** You will use these each time you return to apply for jobs or view your account. You will also need them to check and/or update your application in the future:

User Name _____

Password _____

Finishing the Application

- As you complete the application, it is important to fill in all of the required fields and all of the application information. After completing each section click the "Next" button.
- When you reach the end of your application, you will be able to review your entire application before you submit it.
- After you have completed and submitted your application, we will send you a confirmation email, if you provided us with an email address.

How to get a free email address

You may sign-up for a free email account at some of the following Web sites:

- [Gmail](http://www.mail.google.com) – www.mail.google.com
- [Hotmail](http://www.mail.live.com) - www.mail.live.com
- [Yahoo! Mail](http://www.mail.yahoo.com) – www.mail.yahoo.com

How to access your account

- To access your account information, you will need to return to our website www.regionshospital.com and go to our career page. The button for the career page is located at bottom of our website.
- Once you are on the Career page, click on **Search** for Job Opportunities.
- On the Search for Job Opportunities, there are three tabs – View Job Cart, View My Account and Submit Application. Click on the **View My Account** tab.
- Next, enter username and password and click the **Submit** button.

Information you will find in your account

Account Information - Here you view and update your contact and personal information (name, address and phone number) along with your account password.

Application Activity - Here you can check the status of any applications you have submitted. Examples of application/job status: Application is being reviewed, job closed, etc.

Job Search Agents - Here you can create and manage saved job searches which will conveniently email you when new jobs are posted matching your search.

Documents - Here you can store cover letters, resumes, and supporting documents online for use when you apply to a job.