

APPLICANT INSTRUCTIONS

We welcome your interest in employment with Novant Health. To ensure you have the most remarkable applicant experience, we would like you to understand our application process. Following the instructions and recommendations carefully will ensure that you receive the highest level of consideration for the job for which you are applying.

Searching for a vacant position:

Be sure that you are on the correct jobs page relevant to your search. Novant Health has 3 talent portals for you to apply; all of which may be found on www.novanthealth.org/careers:

Internal – For current Novant Health employees only

External – For non Novant Health employees

Provider – For physicians and advanced practice practitioners only

When you have access to your desired jobs page, use the search field to find jobs that meet your qualifications. You can also search by category, position type or location. When you have located your desired position, you will be asked to complete a Candidate Card. This must be done before you can officially apply for a position.

Once you have completed your Candidate Card you will be allowed to apply for the position of your choice. As part of the Novant Health application process, you may also be asked to complete an online talent assessment for specific positions. The length of the assessment can take up to 45 minutes depending upon the position that you have applied.

Note: Novant Health has medical facilities and physician offices located in multiple states. So it is important that you select jobs in geographical areas where you can work. Each position will have geographical information attached to the job posting highlighting where the job is located.

If known, you can search just by entering the Job ID, then clicking Search.

Applying for a vacant position:

The Novant Health Application system allows you to apply for up to 10 positions at any given time. Your chances of being contacted for an interview and being hired increases when you choose those jobs for which you qualify. Before applying for the job, carefully read the job posting and review the minimum qualifications. Determine whether you meet the minimum qualifications, whether you can work in the geographical area where the job exists; and whether you can work the required shift.

Once your application has been completed, the position will be listed on your dashboard. From your dashboard you can review your application status or if you wish to no longer pursue an opportunity, you may withdraw your application. After this action, your application will be released if you are no longer considered for the position.

For some jobs, you will be asked an online assessment that will assist Talent Acquisition & Employment the screening process. Accurately answering all the questions is required and will assist us in considering you for the job. The information provided on the application allows us to determine if you meet the requirements for other jobs in our system.

It is very important for you to complete all sections of the application, *even if you are attaching a resume*. This allows us to fully assess your qualifications and skills for the applied positions.

Search jobs on the Novant Health Careers Page

To access one of 3 career portals, visit www.novanthealth.org/careers.

- Internal or current Novant Health employee should enter the Internal Career Portal
- External or Non-Novant Health employees should enter the External Career Portal
- Providers & Advanced Practice Clinicians should enter the Provider Portal

Each portal will have a Welcome Page, as seen below. Job search functionality will be the same for each portal. The page has been diagrammed for your convenience.

Fig. 1. Welcome Page

The screenshot shows a web browser window displaying the Novant Health External Applicants Welcome Page. The browser's address bar shows the URL <https://external-novanthealth.icims.com/jobs/intro?hashed>. The page features a purple header with the Novant Health logo and the text "External applicants". To the right of the header is an orange button that says "Returning applicant? Log back in!". Below the header is a large image of a smiling woman. Two white callout boxes with red arrows point to the "External applicants" text and the "Log back in" button. The first callout box contains the text: "Each candidate page will have a title; this is the External Portal. Verify you are logged into the correct portal." The second callout box contains the text: "Returning applicants should click here to log back in to their dashboard." Below the image is a green banner with the Novant Health logo and the text "Make your career remarkable" followed by the tagline "At the heart of everything we do, you'll find dynamic team members and physician partners working together to help individuals move forward in their journey to good health." Below the banner is a "Welcome" section with a paragraph of text. At the bottom of the screenshot is a Windows taskbar with various application icons and a system tray showing the time as 8:36 AM on 6/15/2018.

Each candidate page will have a title; this is the External Portal. Verify you are logged into the correct portal.

Returning applicants should click here to log back in to their dashboard.

NOVANT HEALTH External applicants

Returning applicant? Log back in!

Make your career remarkable
At the heart of everything we do, you'll find dynamic team members and physician partners working together to help individuals move forward in their journey to good health.

Welcome
At Novant Health/Novant Health UVA, our caregivers, physician partners, support staff and volunteers are patient-focused and united by a corporate culture of three foundational elements: mission, vision and values. Our application

There are additional actions that may be completed from the Welcome Page. Here is where you can create a “Connect” profile, attached your profile to a Talent Pool and begin receiving regular updates on newly posted jobs.

You are also able to conduct job searches

Fig. 1. Welcome Page cont.

The screenshot shows the Novant Health iCIMS Welcome Page. The browser address bar displays <https://external-novanthealth.icims.com/jobs/intro?hashed>. The page content includes a header with navigation links, a main welcome message, and a job search section. Several callout boxes with red arrows point to specific elements:

- ALL current Novant Health employees should click here to search opportunities.** Points to the "View all open positions" link in the "Job Listings" section.
- Just exploring and are interested in receiving updates on newly created positions? Click here to Connect!** Points to the "Connect With Us!" link.
- To get a list of ALL open jobs, click here** Points to the "View all open positions" link.
- Questions? Click here to access FAQs.** Points to the "Application FAQs" link.
- To search for specific jobs, enter position titles in the Search Field. Use Category/Position Type/Location to narrow your search.** Points to the search input field and the filter dropdowns.

The search section includes a search input field with the placeholder "Start your job search here" and a "Search" button. Below the search field are three dropdown menus for "Category", "Position Type", and "Location", each currently set to "(All)".

The footer of the page features the iCIMS logo and the text "Application FAQs". The Windows taskbar at the bottom shows the time as 8:37 AM on 6/15/2018.