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 diagramed for your convenience.

Fig. 1. Welcome Page
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.**

ALL current Novant Health employees should click here to search opportunities.

Just exploring and are interested in receiving updates on newly created positions? Click here to Connect!

To get a list of ALL open jobs, click here

To search for specific jobs, enter position titles in the Search Field. Use Category/Position Type/Location to narrow your search.

Questions? Click here to access FAQs.