



## INTERESTED IN A NEW CAREER OPPORTUNITY? **TAKE IT ONLINE**

Thank you for considering an opportunity at Kaiser Permanente. Please follow these steps to create your profile, search jobs, and submit your interest in an open position.

Start by going to our Careers Web site, [jobs.kp.org](http://jobs.kp.org).

### SIGN IN/REGISTER

#### JOB SEEKERS NOT CURRENTLY EMPLOYED BY KAISER PERMANENTE

- Click on the "Search jobs" button or tab, then click the "Search jobs" button on the left.
- Click "Sign in" in the upper right corner.

##### NEW USERS

- Click "New user."
- Create a user name and password, enter your e-mail address, and then click "Register."
- Once registered, you will be taken to the "Job search" page.

##### RETURNING USERS

- Enter your user name and password then click "Login."

**NOTE:** Your account may lock after several unsuccessful attempts to log in. The account will unlock after 15 to 30 minutes. Click "Forgot your password?" and follow the instructions. If your account has been locked for several hours, please e-mail the Web site manager at [KP-HIRES@kp.org](mailto:KP-HIRES@kp.org).

#### KAISER PERMANENTE EMPLOYEES

- Scroll over the "Current employees" tab in the upper right corner to show the drop-down menu.
- Select "Search jobs."
- Use your Web Single Sign-On by entering your National User ID and password, then clicking "Sign on."
- If you have not yet activated your Web Single Sign-On, click "Activate your account now" and follow the instructions.

#### ACCOUNT SETUP

- Once you have signed on successfully, click on "My account options" to add your personal information and indicate your correspondence preferences, including e-mail notifications for new positions matching your profile.
- Click "Edit" to add/change/remove information.
- Click "Save" when you have entered all necessary information.

**NOTE:** This process requires a valid e-mail address. Free e-mail accounts are available on yahoo.com, hotmail.com, gmail.com, and many other service providers.

#### CREATE/UPDATE YOUR CANDIDATE PROFILE

- On the "My job page," click "Access my profile" located on the right side of the page.
- Create your candidate profile by entering your personal information, employment and education history (including dates), and preferred working criteria. Attaching a resume is encouraged, but not required. Click "Save and continue" following each step and select "Submit" to save your profile.
- Completing and maintaining your candidate profile makes the process of submitting interest in an open position quick and easy.

## SEARCH OPEN JOBS

- Begin your search on the “Job search” page.
- You can search jobs by using a job number or keyword, and/or selecting relevant criteria.

### SEARCH TIPS WHEN YOU DON'T HAVE A JOB NUMBER

- For best results, indicate your “Area of Interest.”
- Enter a ZIP code and specify a radius. A list of Kaiser Permanente sites matching your criteria will populate. Click the “Site” box to select all sites, or select the individual sites that are of interest to you. You must select at least one site or the results will not be filtered by ZIP code.
- To change or refine your search criteria, click “Show search criteria” in the upper right-hand corner.

**NOTE:** Avoid using the back button on your browser while searching or your search criteria will be reset.

### SAVE YOUR SEARCH

You can save the current search for future use by clicking “Save this search” and assigning a “Search query name.” Your search will be saved in the “My saved searches” section, under the “My job page” tab.

### VIEW JOB DETAILS

- View job details from your search results by clicking on the job title in the search results.
- Found a job that matches your skills, qualifications, and interest? You can either add it to your job cart to review later or submit interest online.

### SAVE A JOB

To save a job to review later, click “Add to my job cart.” All jobs added to your job cart can be retrieved in the “My job cart” section, under the “My job page” tab.

## SUBMIT YOUR INTEREST FOR AN OPEN POSITION

- When viewing the details of a job you want to submit your interest in, click “Submit online” to begin the submission process.

**NOTE:** If you have not completed your candidate profile, you will be prompted to enter your candidate information here.

- Be sure to complete all fields. If a question does not apply to you, enter “Not applicable” or “N/A.”
- You can choose to “Save as draft” at any point during the submission process and later retrieve the incomplete/draft submission on the “My job page” tab in the “My submissions” section.
- When you have completed all steps and are ready to submit your interest, click “Submit.”
- You will see a “Confirmation of submission” screen to let you know the process is complete.
- A listing of all of your job submissions is located on the “My job page” tab in the “My submissions” section.

*When reviewing a candidate's information, we are looking for the best match for the position based on the qualifications listed in the job posting. If your skills and experience appear to match an open position, a recruitment services professional may contact you. Collective bargaining agreements apply for represented positions. We wish you the best of luck in your career search.*

### ADDITIONAL QUESTIONS?

If you have additional questions, click on the FAQ link. If you'd like to report any technical issues, please contact our Web master at [KP-HIRES@kp.org](mailto:KP-HIRES@kp.org). If you have any questions regarding the recruitment process, please contact the local Recruitment Services office.

## FOUND A JOB THAT IS WELL SUITED FOR A FRIEND?

### SEND A JOB TO A FRIEND

When you are viewing the job posting on [jobs.kp.org](https://jobs.kp.org), click “Send this job to a friend.” This feature is located to the right of the job description. Next, enter your e-mail address and your friend's e-mail address into the appropriate fields and click “Send.”

### EMPLOYEE REFERRAL – CURRENT KAISER PERMANENTE EMPLOYEES ONLY

When you are logged in as a current employee, if an open job is eligible for an employee referral bonus, this will be listed under the job title in the search results. Click on the job title to view the job details. If the job matches your friend's qualifications, click on “Refer an associate” to send your referral's information to us. Then, go to [kp.org/jobs/erp](https://kp.org/jobs/erp) for program guidelines and instructions for making an award-eligible referral.