

Thank you for your interest in joining the Scott & White team. Scott & White is actively seeking individuals who are committed to excellence and improving the quality of patient care. All external candidates are required to apply on-line. You may access the online application via the internet at [www.sw.org](http://www.sw.org). Click on Careers – Search Jobs.

1. **Search** for jobs: Enter keywords, select locations, job families, or search by full time/ part time, etc. You do not have to enter a selection in each category. After you have entered your search options, click on “**Search**” to show a list of jobs that meet your preferences or **Save Search** to save this job search criteria and be notified when job openings that interest you are posted.
2. **Select** jobs: Click in the white box next to the positions (maximum of 3) for which you wish to apply, then click on “**Apply Now.**”
3. **Log in** with your User Name and Password if you have already registered. If you have forgotten your user name or password, click on “**Login Help**” and enter your username to obtain forgotten password; or enter your e-mail address if you have forgotten your user name. New information will be sent to the e-mail address on your account.
  - “**Click here to Register**” if you have not previously registered. **Important: Write down your user name and password. You will need this information to return and check on the status of your application.** New users should enter their name and contact information in the “My Profile” section.
4. **Read letter from Dr. Knight & FOCUS Vision Statement/ CARES Standards of Behavior. (Applicants are required to agree to the FOCUS Vision Statement to be considered for employment at Scott & White.)**
5. **Resume Options:** Choose whether you want to upload a new resume, apply without using a resume, or use an existing resume.
6. **Review and Update Profile Information:** Enter name (required) , address (required), e-mail\*, and phone. **\*Entering a current e-mail address will allow you to use the “Login Help” function if you forget your user name or password later!**
7. **Complete** each of the main application sections and click “Continue” to access the next section. Use the + and – keys to add/remove information. Scroll using the arrow keys. ◀▶
  - **Employment** (Work Experience)
  - **Education/ Licenses**
  - **Preferences/ Referral Information** (Start Date, Desired Work Days, Full/Part Time, Pay, Geographic Preferences, How you heard about the job)
  - **Application Questionnaire** (Required)
  - **Reference Information** (Personal/Professional References)
6. **Review** each section of your application for accuracy before submitting. When complete, click on “Continue” from the Reference Information screen.
7. Enter **Identification Details** (or decline), **agree to terms and agreements**, and then click on “**Submit**” to complete your application submission. You will receive a confirmation note that your application has been successfully submitted.
8. Click **Continue** to complete the Background Check Release. Complete all fields and press **Submit**. You will automatically be routed to the Careers Home page where you may view your applications, withdraw from a position, or update your application documents.
9. **To check on the status of your application, withdraw an application, or apply for another job, return to the website above.** From the main job search page, click on “Returning Applicant log in here.” Go to the “My Career Tools” box and click on “Applications.”
  - See **status code\*\*** explanations below.
  - To **withdraw** an application, click the “Open Application” icon next to the application you wish to withdraw. Then click on “Remove.”
  - To **apply for a different job**, repeat search options to find desired positions. Please note: an applicant may apply for a maximum of 3 positions at one time. You may wish to withdraw previous applications in order to apply for new positions.

**Scott & White recruitment staff will review your application, skills, experience and education and contact candidates who best fit the position. To ensure safety and quality patient care, all candidates are required to undergo a pre-employment background check and drug screen.**

**Questions? Please contact the Human Resources Department at (254) 724-3772 or visit us at 2401 South 31<sup>st</sup> Street in Temple from 7:00 a.m. to 5:30 p.m. Monday through Friday.**

#### **\*\*Status Code Explanations**

- **Not Applied:** The application is saved in draft form.
- **Applied:** This position is open and you are still being considered.
- **Route:** Your application has been sent to the hiring manager for review.
- **Not Selected:** You were not chosen for this position.
- **On Hold:** A top candidate has been selected.
- **Closed:** Another candidate was offered the position. The applicant accepted and the position is closed.