

HOW TO APPLY ON LINE – INTERNAL CANDIDATES

1. Logon to our Web site: www.genesishealth.com
2. Click on “Employment”.

The screenshot shows the Genesis Health System website homepage. The browser is Microsoft Internet Explorer. The address bar displays <http://www.genesishealth.com/>. The website has a navigation menu on the left with the following categories:

- Health Services
 - Find Health Information
 - Find a Physician
 - Find a Service
 - Find a Facility
- Patient & Family Services
 - My e-health
 - Classes & Events
 - Virtual Tours
 - Email a Patient
 - Volunteer / Donate
 - Baby Photos
 - Online Shopping
- Other Services
 - Employment
 - News Room
 - E-Newsletter
 - Public & Media Services

The main content area features a banner with the text *...Never Settle*. Below the banner, there is a paragraph of text: "Our tradition of clinical excellence and personalized patient care dates back to 1869, and one of the first community hospitals west of the Mississippi River. Health care has evolved dramatically over time. What has remained unchanged is our mission - to provide compassionate, quality care to all those in need." This is followed by another paragraph: "As the Quad Cities' only locally-owned and managed health care system, we're continually looking for ways to improve health care through new technology, the latest treatments and a commitment to patient satisfaction. **At Genesis, we never settle.**"

Below this text is a section titled "Featured Services" which lists various services: Bariatric Surgery, Behavioral Medicine, Cancer, Cardiology, Home Health, Neuroscience, Nursing Homes, Occupational Health, Physical Medicine & Rehabilitation, Senior Services, and Urgent Care. A link "> View All Services" is provided at the end of the list.

On the right side of the page, there is a search bar and a "Our Highlight" section featuring "Yvonne's Journey through weight-loss surgery" with a photo of two women and a "VIEW BLOG HERE" link.

3. This will take you to the Employment page. Click on "Apply Online – Current Genesis Employees Only".

GENESIS

Employment

At GENESIS, the Quad Cities' very own health care system, we never settle. That's why we have simplified our electronic job application process. If you're looking for rewarding work, we encourage you to submit your information to our new applicant database to be considered for current and future job openings.

- **Apply Online**
 - Click here for information on how to Apply Online
- **Apply Online - Current Genesis Employees Only**
 - Click here for information on How to Submit an Internal Application
- How to Check Your Application Status/Update Your Application
- **Physician/Provider Recruitment**

Health Services

- ▶ Find Health Information
- ▶ Find a Physician
- ▶ Find a Service
- ▶ Find a Facility

Patient & Family Services

- ▶ My e-health
- ▶ Classes & Events
- ▶ Virtual Tours
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- ▶ Baby Photos
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Other Services

- ▶ Employment
- ▶ News Room
- ▶ E-Newsletter
- ▶ Public & Media Services

Quick Links

- Genesis On Call
- Genesis HealthPlan
- Virtual Tours

Featured Services

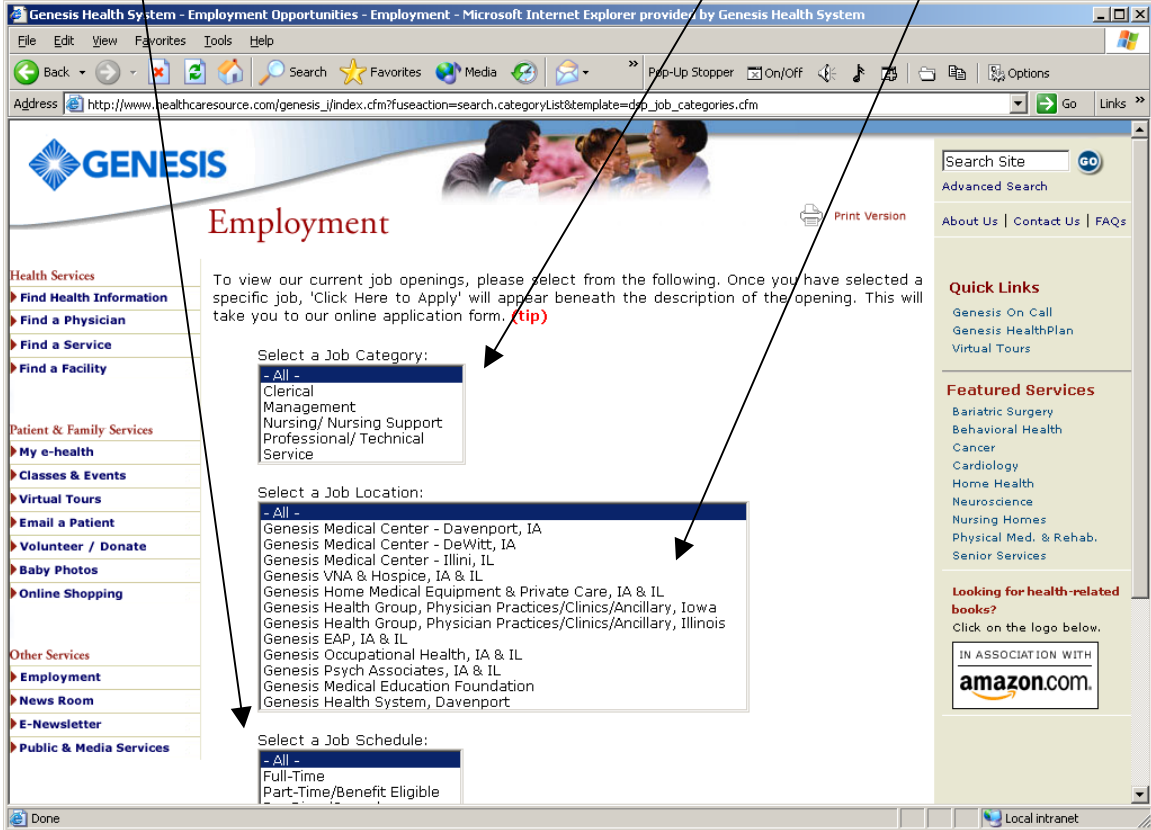
- Bariatric Surgery
- Behavioral Health
- Cancer
- Cardiology
- Home Health
- Neuroscience
- Nursing Homes
- Physical Med. & Rehab.
- Senior Services

Looking for health-related books?
Click on the logo below.

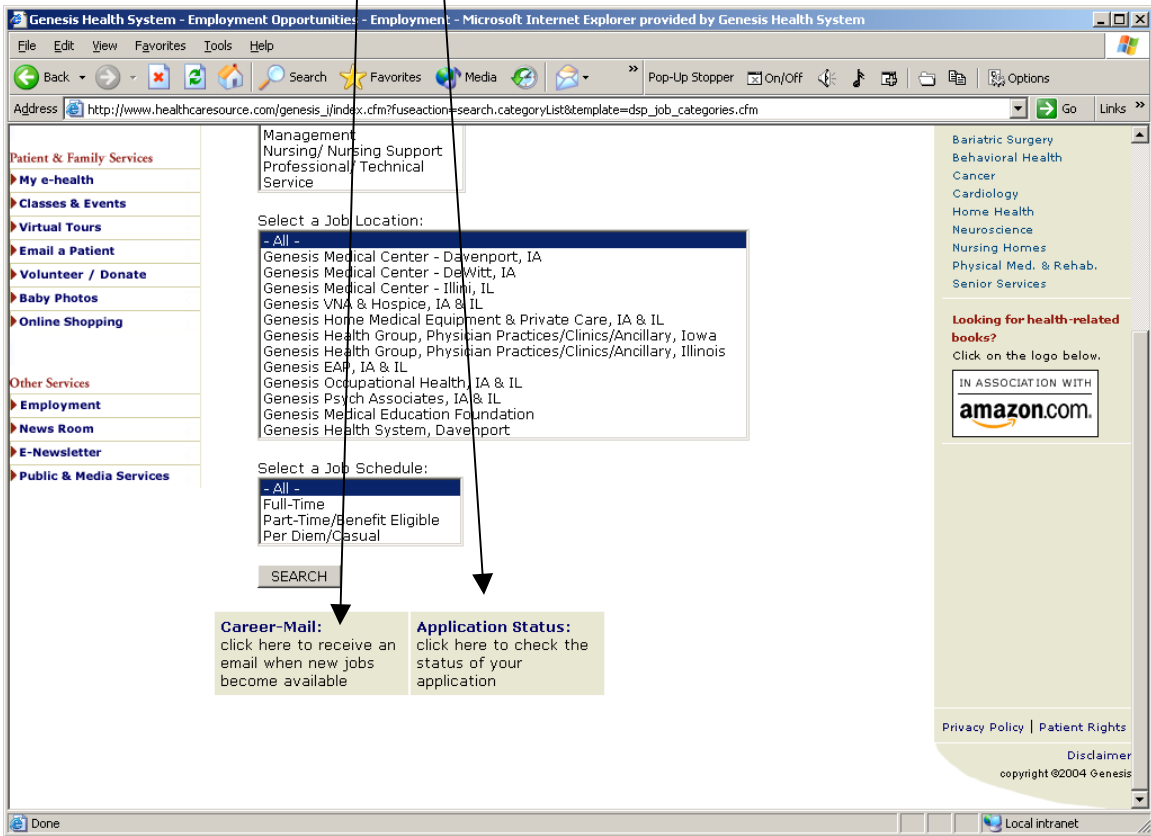
IN ASSOCIATION WITH
amazon.com.

Privacy Policy | Patient Rights

4. To search for available positions you can search by Category, Location, Schedule or All. Once you make your selection, click on the "Search" button. The open positions matching your criteria will be displayed.



5. You can also utilize the user tools at the bottom of the screen.
 - a. **Career Mail** - Click here to receive e-mail when new jobs that match your interests become available. Follow directions for New Users or Existing Users. You will need to enter your e-mail address.
 - b. **Application Status** - Click here to check the status of your application. This feature can only be used if you have previously applied online. You will need to enter your e-mail address. The status of your application will be e-mailed to you.



- Once you have located a position you would like to apply for, click inside the white box under the "select" column corresponding to the position. You may select as many positions as you would like. Once you have selected the position(s) you are interested in, click on the button "View selected job(s)".

Genesis Health System - Employment Opportunities - Employment - Microsoft Internet Explorer provided by Genesis Health System

Address: <http://www.healthcaresource.com/genesis/index.cfm?jobattr1=All&fuseaction=search%2EjobList&facilityid=10000%7E&jobcatid=101&jobbrowstart=1&template=dsp%5C>

Employment

Category: Nursing/ Nursing Support
 Location: All
 Schedule: All
 Results: 3 Job(s)

Reset New Search

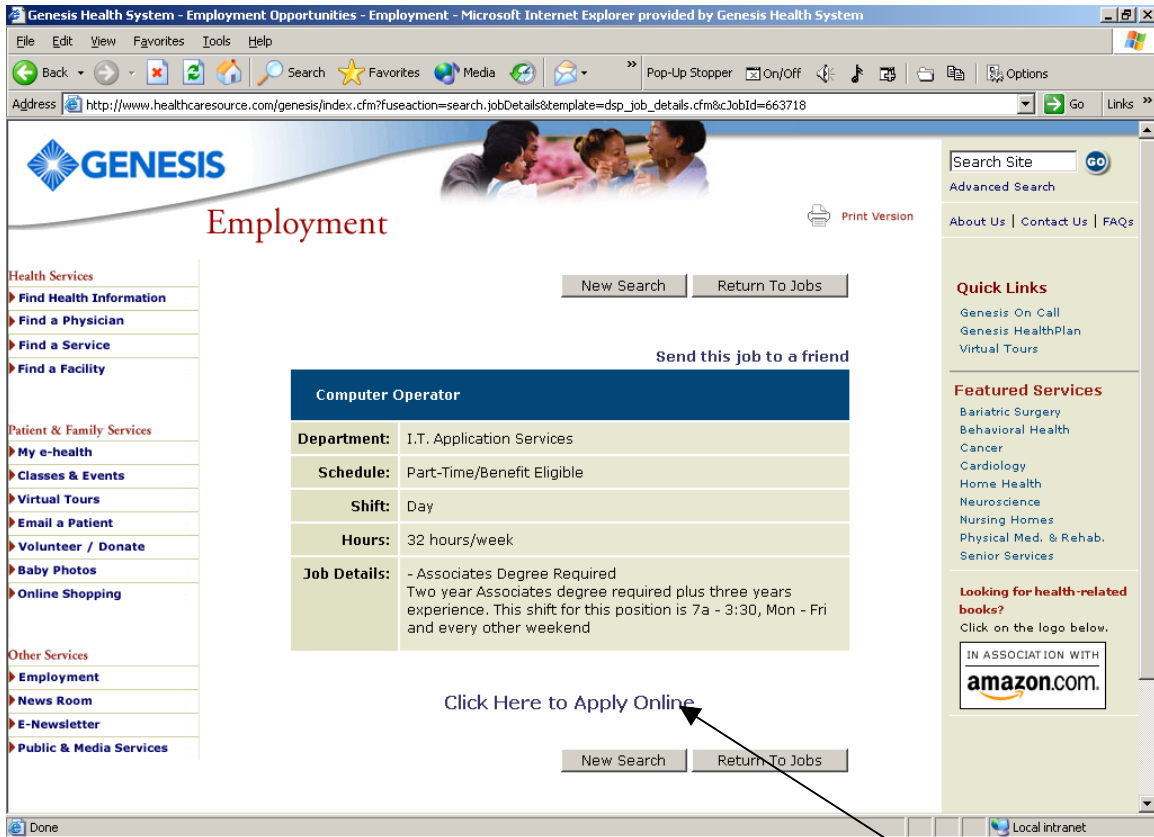
Displaying Records 1-3 of 3 Records Returned

To view detailed information about a job or jobs click on the title or to view multiple jobs check the box next to the job titles and click the "view selected jobs " button located at the foot of the page.

Select	Date	Position/Department/Facility	Schedule
<input type="checkbox"/> 1.	Sep-24-04	C.N.A. PCVU-C Genesis Medical Center - East Campus, Davenport, IA	Full-Time Day 40 hours/week
<input type="checkbox"/> 2.	Sep-24-04	Registered Nurse PCVU-S Genesis Medical Center - East Campus, Davenport, IA	Part-Time/Benefit Eligible Evening 32 hours/week
<input type="checkbox"/> 3.	Sep-23-04	Registered Nurse Skilled Nursing-Davenport Genesis VNA - Davenport, Davenport, IA	Full-Time Day 40 hours/week

View Selected Job(s)

7. The Employment screen will display the position(s) you have selected.



8. You can conduct a new search, send this job to a friend, or apply online for each position(s). To apply online, click on the link "Click Here to Apply Online".

NOTE: If you select more than one position, you must "apply" for each position. This does not mean you need to complete the entire application again. (See #9 on the next page)

9. You will come to the **"Applicant Login"** screen. If this is the first time you have applied online, click on "Click to Apply". If you have previously applied online, enter your user name and password in the space provided. This will take you to your current online application.
10. If you have previously applied online and cannot remember your password, click on "Forgot your Password?" and it will be sent to you.

Applicant Login

On xxxx 2005 we updated our employment site.

If you applied prior to this date
[Click Here To Access Your Saved Application](#)
using your email and password

First Time Applying?

[Click To Apply](#)

Registering will allow you to save your application, and submit additional applications to other positions.

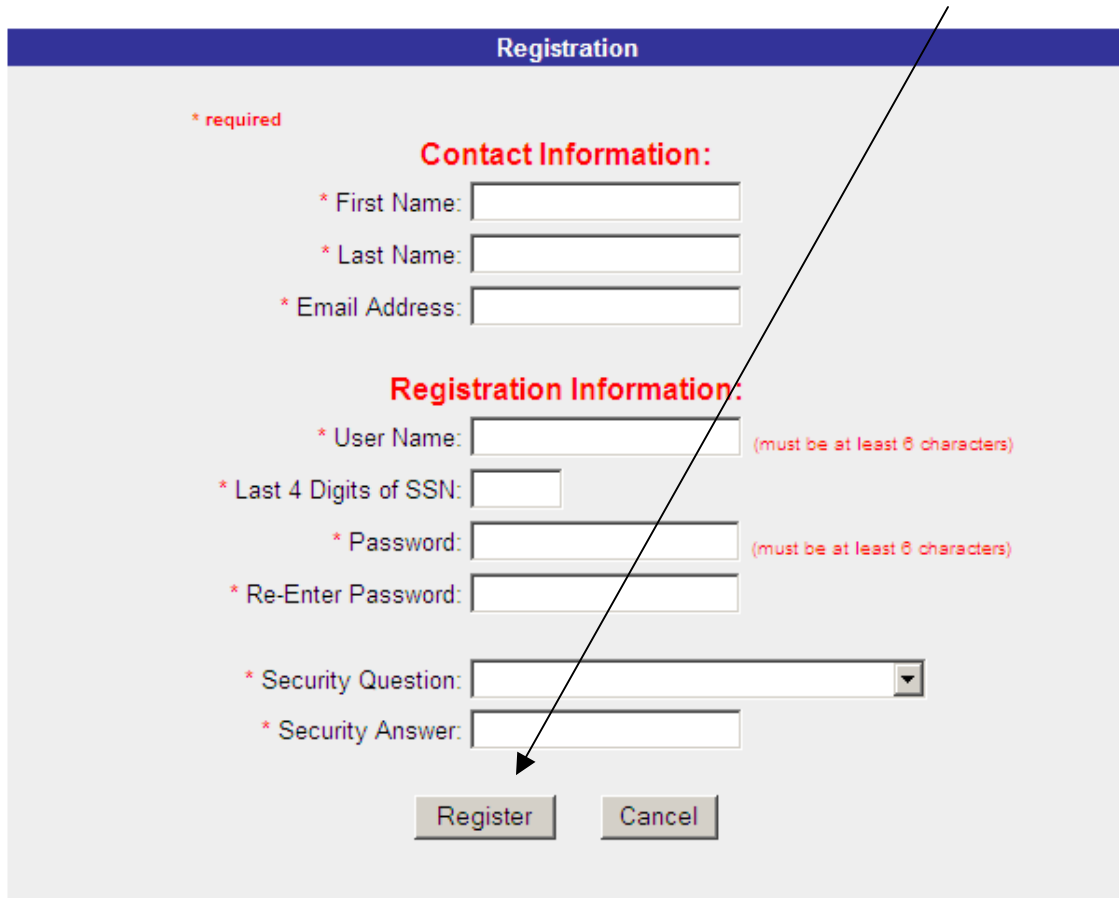
**If you applied after xxxx 2005 and have registered
Please Login Below**

User Name:

Password:

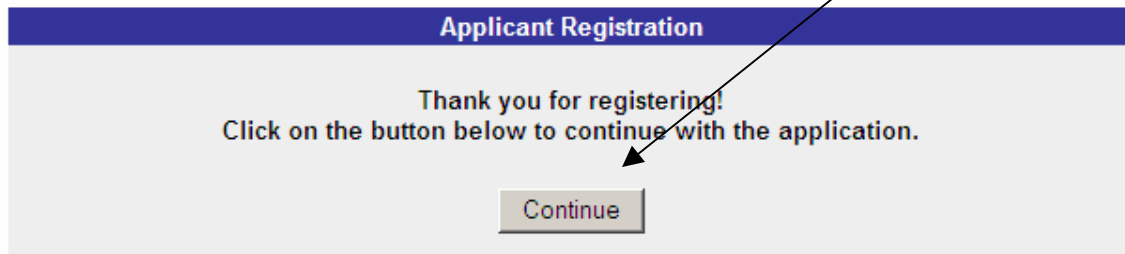
[Forgot your Password? Click Here.](#)
[Forgot your User Name? Click Here.](#)

11. If this is your first time applying a registration screen will appear. Enter the required information. If you do not have an email address, please follow the instructions listed below. After entering the information click "register."



The screenshot shows a web form titled "Registration" with a blue header. A red asterisk and the word "required" are positioned at the top left. The form is divided into two sections: "Contact Information:" and "Registration Information:". Under "Contact Information:", there are three text input fields labeled "* First Name:", "* Last Name:", and "* Email Address:". Under "Registration Information:", there are five fields: "* User Name:" (with a note "(must be at least 6 characters)"), "* Last 4 Digits of SSN:" (a short text box), "* Password:" (with a note "(must be at least 6 characters)"), "* Re-Enter Password:", and "* Security Question:" (a dropdown menu). Below these is a "* Security Answer:" text box. At the bottom are two buttons: "Register" and "Cancel". A black arrow points from the top right of the form down to the "Register" button.

12. A screen will appear confirming your registration. Click continue to complete the application.



The screenshot shows a confirmation screen titled "Applicant Registration" with a blue header. The text reads "Thank you for registering!" followed by "Click on the button below to continue with the application." Below the text is a single button labeled "Continue". A black arrow points from the top right of the screen down to the "Continue" button.

13. On the next screen click continue to bring up the application.

Applicant Prefill

Select from the following

Complete the Application

Continue

14. On the next screen click continue to bring up the application.

15. You will come to the 'Internal Transfer Form' online application. The position you are applying for will be displayed in the upper right hand corner. All fields that are marked by a "red" star are required fields and must be completed. Enter as much information as possible.

Job Application - Microsoft Internet Explorer provided by Genesis Health System

GENESIS

Internal Transfer Form

* required information

October 15, 2004

PERSONAL INFORMATION

Position Applied For

Position: Secretary
Facility: Genesis VNA - Davenport
Department: Admin/Sup All-Davenport
Schedule: Full-Time
Req Num: 1110

First Name: * MI:

Last Name: *

Employee Number: *

Hire Date:

Current Information

Current Position:

Department:

Supervisor:

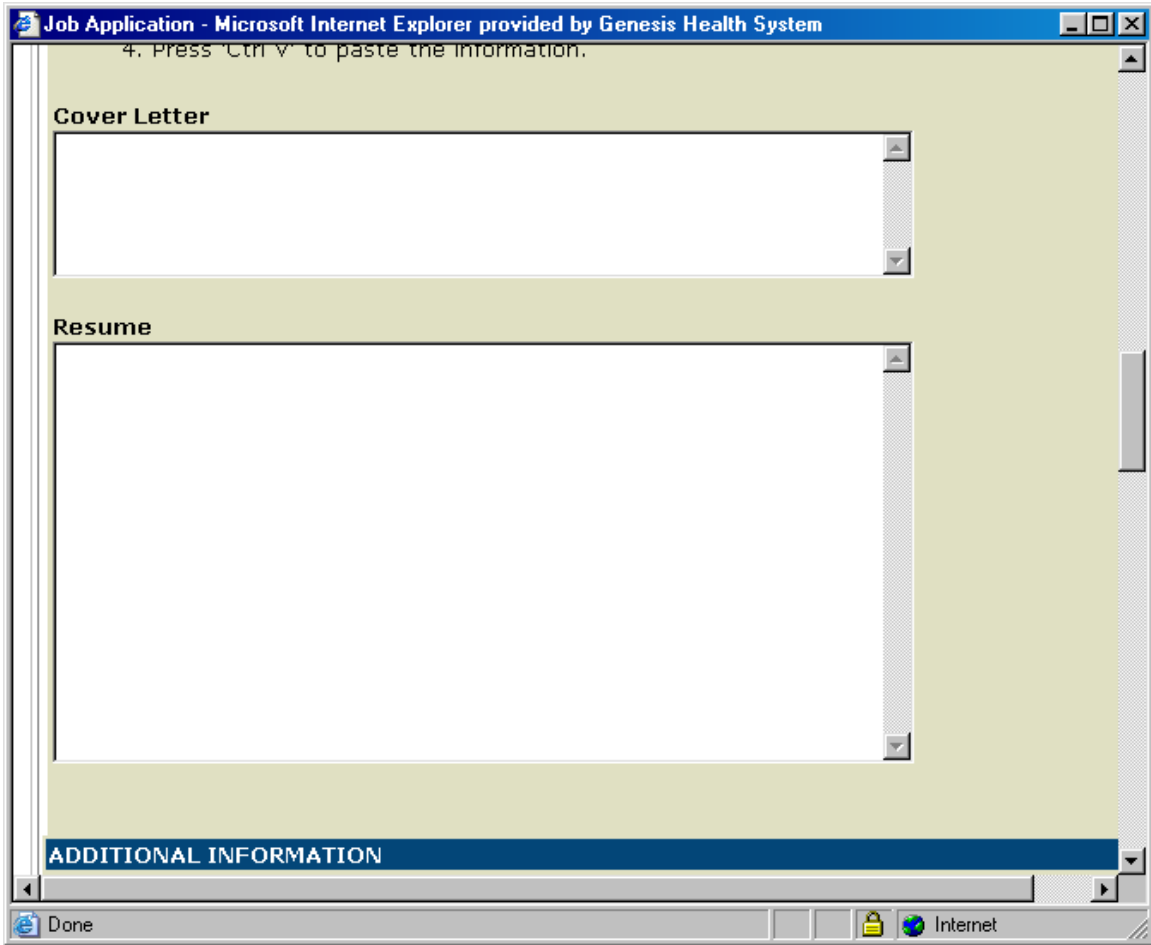
Days you work:

Shift you work:

FTE Status:

Done Local intranet

16. You can also include a cover letter and/or attach a copy of your resume.



17. After you have entered all of your information, you will be asked to type your name and the current date. Your typed name will be used as your written signature. Click on the "submit" button.

application of my immediate termination should I be employed by Genesis Health System. I hereby authorize the release of any information regarding my school records or previous employment and hereby release all parties from any and all liability of damages for providing the information requested.

This application does not constitute an agreement or contract for employment for any specified period or any definite duration. I understand that no representative of the employer other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any assurances must be in writing and signed by an authorized officer. I understand it is the Health System's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by ADA.

In consideration of my employment, I agree to conform to the rules and regulations of Genesis Health System and agree that my employment and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of Genesis or myself.

Your application will be considered active for a period of six months. At the end of that period your application will become inactive. If you want to be given further employment consideration, you will be required to update your application.

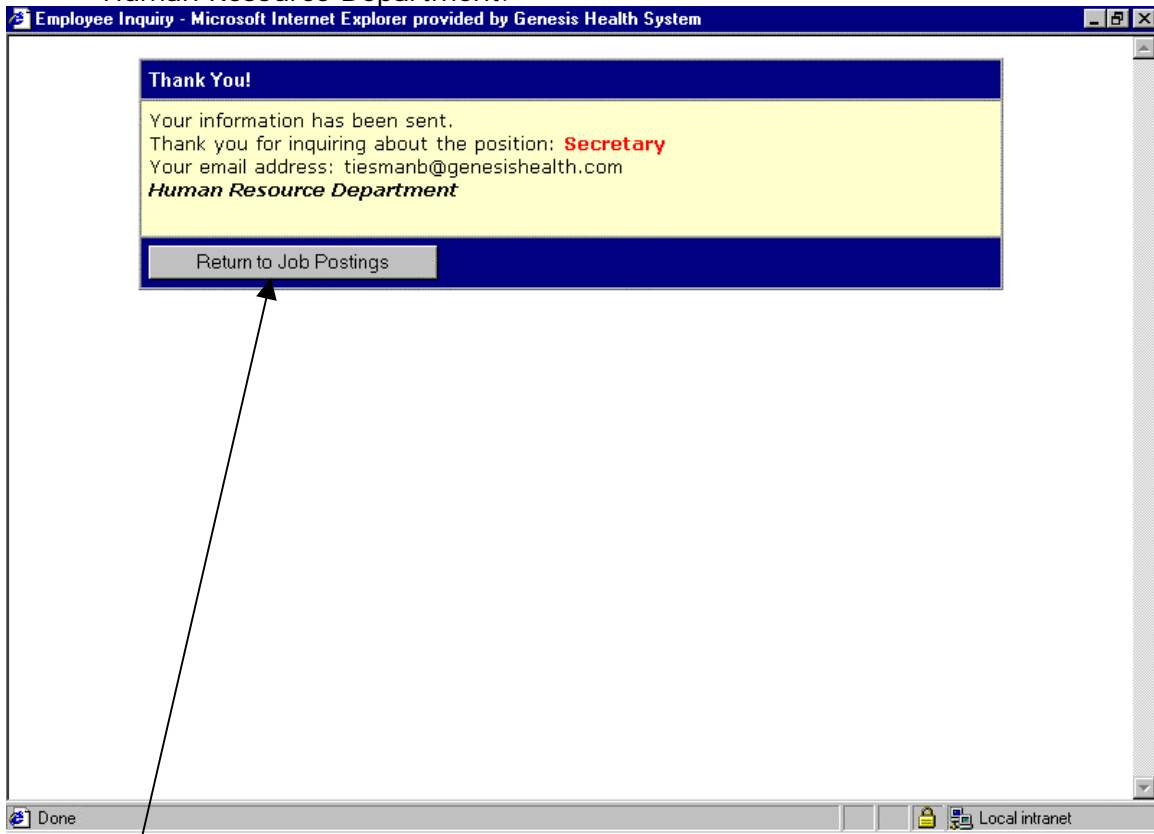
My typed name below shall have the same force and effect as my written signature.

Candidate's/Applicant's Signature:

Date:

Done Internet

18. You will receive a notice that your application has been submitted to the Human Resource Department.



19. At this point, if you selected two positions (Page 3 of 8), click on "Return to Job Postings" so that you can apply for the other job you selected.