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HOW TO APPLY

2017-Desktop Version
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Helpful Hints

- **Recommended browsers are current versions of Firefox, Chrome and Safari.**
- **Please do not** use the “Back”, “Forward” or “Refresh” buttons while navigating our site. Doing so may result in loss of data or being logged out of the system. Instead, please use the navigational links within our site.
- There are no “save” buttons in the application form. Please be prepared to complete the application once you have begun.
- Due to security reasons you will be timed out after a 60 minute window. If you exceed the 60-minute window, your information will not be saved and we will not be able to retrieve it.
- Applications are only accepted for current openings.
- To be considered, you must apply to each position of interest. We do not have a limit on the number of positions to which you may apply.
- Please complete the application in full. Incomplete applications will not be considered.
- By utilizing the keyword search you may discover positions that you would have not initially considered.
Searching for a position

I.
To access our careers’ site and begin your search for new positions [Click Here!]
OR
You may copy and paste the following link into your browser: www.bcm.edu/careers

II.
Once you have reached the screen below, select “Search Job Positions and Apply”
OR
Go directly to the category that is most relevant in your job search. Click on one of the following options:

- Staff Positions
- Faculty Positions
- Advanced Practice Providers and Nursing
- Postdoctoral Positions
III.

You may search by different criteria such as keywords, title, department, or job category. You may narrow your search with any combination of fields.

Baylor College of Medicine’s Application Site

For Nursing / Physician Assistant, Postdoctoral Fellow / Associate, or Faculty openings, please visit our Search Positions and Apply page.

- NEW USERS: If you do not already have an existing profile, you can search our openings below to apply and create your profile.
- RETURNING USERS: Please scroll down the page to login.

Search Openings

Please select Location, Department, Job Title, and/or Job Category below to narrow your search for open positions.

If you would like to view all of our open positions, please select "Search."

Recommended browsers are current versions of Firefox, Chrome, Safari, as well as Internet Explorer 9 and above.

Need assistance or additional information? The How to Apply Manual provides detailed instructions or contact us at askrecruitment@bcm.edu.

There are currently a total of 233 open job(s).

| Job Title: | Added Within: Any Time |
| Location: | Employment Duration: Full-time |
| BCM Department: | |

IV.

To view a job posting, please select the hyperlink of the title as indicated below.

You may also filter the results by selecting the small blue arrow next to the Job Title, BCM Department, or Subsection columns. This will sort the column in alphabetical order.
How to apply (New Applicants)

From the job description page, select Apply for this position.

- Please only apply to each position one time. Only the initial application will be considered.
Description

Care Coordinators needed for the Newborn Center NICU at Texas Children’s Hospital to round on patients as part of the care team, plan for discharge appointments, educate families, and conduct follow up phone calls.

- Utilizing a collaborative approach, the nurse care coordinator will assess, plan, implement, monitor and evaluate the options and services required health needs and provide family support.
- Provides comprehensive on-going care management to patients by coordinating and managing the care of medically fragile and high risk patients; multiple service needs across the continuum of care by ensuring optimal patient outcomes that address quality, service, customer satisfaction and resources associated with the patient’s risk assessment.
- Partner with the physician, nurse practitioners, care managers, social workers, therapists, family and patient advisors to oversee the established care plans.
- Assist the patient/patient’s family in coping with illness by optimizing the patient’s family’s self-care abilities and supporting their consumer rights.
- Routine decisions include coordinating/facilitating and identifying the assessment of patient/family’s medical and social needs; assist with oversight of service plan, implementing, evaluating and monitoring of status, as well as use of clinical judgment to interpret and apply criteria to make medical decisions.

Required:
Associate Degree or Bachelor Degree in Nursing. Degrees in lieu of experience will not be accepted.
Four years of experience as a licensed Registered Nurse (RN).
Current license as a Registered Nurse (RN) by the State of Texas Board of Nursing.
Basic Life Support (BLS) Certification.

Application Documents

The following is a list of the Required and Optional documents for this position. Please be sure to have them ready before you submit your application.

Required Documents: Resume/CV
Optional Documents: Cover Letter

Returning User Login

At the bottom of the page, under the Previous Applicants section, please enter your email and password. Then, select Add to My Jobs.
Do you already have a profile?

Previous Applicants:

Email: 

Password: 

Add to My Inbox

If you do not remember your password click here.

Back to Search Results

New Search

If you do not remember your password, please do not create another profile. Instead, please select the link to reset your password.

Do you already have a profile?

Previous Applicants:

Email: 

Password: 

Add to My Inbox

If you do not remember your password click here.

Back to Search Results

New Search

Editing your application

I.

After you have logged in, select Update My Information

II.
You may review the previous information that you have submitted, make edits, add or remove resumes and attachments.

- Fields marked with a red asterisk* are required
- The changes will update your candidate profile across all of the positions to which you have applied.

Adding/Deleting Documents

To Add

I.

Follow the direct link below to the “search openings” page and scroll to the bottom to the Previous Applicants section. Enter your login information and select “Login.”

https://chk.tbe.taleo.net.chk01/ats/careers/jobSearch.jsp?cws=1&org=BCM

II.

You should see the screen pictured below. Please select “Update my Information.”
Select “Add Resume & Attachments” as highlighted below.
IV.

You can add up to 6 attachments to your profile. Under each new attachment you want to add select “Choose File.” Please also type in a description of the document. Once you have completed attaching your document(s) you may select “Attach.”

➢ When adding a cover letter or any additional document it will be included as an attachment for each job to which you apply.

Add Attachments

(Note: You can attach a total of up to 4MB of data. Your resume and all attachments combined must be less than 4MB)

Current resume: [View resume]

Resume: [Choose File] No file chosen

Attachment 1: [Choose File] No file chosen

Description 1:

Attachment 2: [Choose File] No file chosen

Description 2:

Attachment 3: [Choose File] No file chosen

Description 3:

To Delete:

I.

Follow the direct link below to the “search openings” page. Scroll to the bottom to the Previous Applicants section. Enter your login information and select “Login.”
II.

You should see the screen pictured below. Please select “Update my Information.”

III.

Select “Remove File” to remove any attachments you no longer wish to include and select “Submit.”
Job Alerts

I.

To sign up for job alerts, please select the Job Alert link on the search results page.

II.

Enter your email address and select Submit.

➤ You must select at least one search parameter in order to set up a job alert.
### Search Results

To be notified by email of new opportunities that match this search, set up a [Job Alert](#).

New Search

Your search found 186 matching job(s).

<table>
<thead>
<tr>
<th>Job Title</th>
<th>BCM Department</th>
<th>Subsection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Administrator</td>
<td>Molecular Physiology and Biophysics</td>
<td></td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td>Radiation Oncology</td>
<td></td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td>Office of Student Services/Registrar</td>
<td></td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td>Graduate Medical Education</td>
<td></td>
</tr>
<tr>
<td>Administrative Associate L</td>
<td>Human Genome Sequencing Center</td>
<td>Office of the Registrar</td>
</tr>
</tbody>
</table>

III.

Enter your email address and select Submit.

Your job alert has been saved. An email has been sent to you to confirm your email address. Once you confirm, you will start receiving job alerts.

Search Results

To be notified by email of new opportunities that match this search, set up a [Job Alert](#).

New Search

Your search found 6 matching job(s).

<table>
<thead>
<tr>
<th>Job Title</th>
<th>BCM Department</th>
<th>Subsection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Coordinator</td>
<td>Obstetrics and Gynecology</td>
<td></td>
</tr>
<tr>
<td>Administrative Support Coordinator</td>
<td>Office of Student Services/Registrar</td>
<td></td>
</tr>
<tr>
<td>Communications Specialist</td>
<td>Public Affairs</td>
<td></td>
</tr>
<tr>
<td>Development Associate</td>
<td>Office of Philanthropy and Alumni Relations</td>
<td></td>
</tr>
<tr>
<td>Project Archivist</td>
<td>Chancellor Emeritus-Butler</td>
<td></td>
</tr>
<tr>
<td>Science Writer</td>
<td>Public Affairs</td>
<td></td>
</tr>
</tbody>
</table>

New Search
Checking Your Status

I.

Login as a returning user and fill in your email and password. Then, select “Login.”

II.

On the first page, the status is visible to the right of each title to which you have applied.

- If you navigate away from the page, you can return by selecting “View Status” at the top of the screen. Below are examples of the different statuses.
- You will not be able to access the job posting from the status page. In order to review the posting again you will need to search for it in the “search positions and apply” page. If this position is still open it will be listed.

a) Application On File (Application successfully submitted).
b) In Progress (The application has been received and is currently being reviewed.)
c) Selected for Interview
d) Offer Extended
e) Pre-Employment In Progress (Conducting pre-employment requirements).
f) Offer Declined
g) Offer Accepted
h) Hired
i) Pursuing Other Candidates (We are currently pursuing other candidates for the position).
k) Not Selected
l) Ineligible for Transfer (See Baylor policy HR 02.6.46).
m) Ineligible for Rehire (Contact employeerelations@bcm.edu for more information.)
Frequently Asked Questions

Do I need an email address to apply?

任何形式, you are encouraged to log back in to your account and review your information. You will also receive an email confirmation after successfully applying for a specific position.

What happens after I submit my application for a position?

You will receive an email confirmation when you have successfully applied to an open position. Your application and qualifications will be reviewed by a recruiter for the minimum qualifications and the department’s preferred skills and experience for the position. The hiring manager will review applications from the forwarded candidates and select those they are interested in contacting for an interview. The hiring manager will contact an applicant directly if they are interested in arranging an interview. Following the interviews, the hiring manager will select the most suitable candidate for the position.

How are individuals selected for interviews?

The hiring department determines which applicants they are interested in interviewing for an open position. If the hiring department is interested in interviewing an applicant for a position, they will contact the applicant directly by phone or email.

How do I know if a job is still open?

Any position that appears on the Job Postings website is still open. You may also check the status of positions for which you have applied by logging back into the application site.

How long does a position remain open?
- There is no specific timeframe. Positions remain open until a finalist has been identified.

Where can I submit a resume?

- As part of the application process, you will be able to upload your resume in DOC, DOCX, RTF, PDF, TXT or HTML format. Your resume and all attachments combined must be less than 6 MB.
- We are not able to consider resumes submitted via email, fax, or hardcopy.
- Please see page 10 for instructions on how to add/delete documents.

How is my application reviewed?

- All applications are reviewed by the recruiters and qualified applicants are then sent to the department hiring manager for consideration. Each department will have a different time period for review.

When can I expect to hear about the status of my application?

- There is not a specific timeframe. However, you may check the status of your application by logging back into the online application system. (See “What is the status of my application?” for applicant statuses and their meanings).
- Please see page 17 for instructions on checking your application status.

How do I make edits to my application?

- To edit your application, log into your application. Please select "Update My Information" to add additional cover letters, update your resume or make changes to the application.
- Please see page 9 for instructions on editing your applications.

I do not have a Social Security Number, how can I apply?

- Please use 999 and then any six-digit number combination in lieu of the Social Security Number. If the number combination is already in use, please select another.

What is the status of my application?

- To view your application progress, log into the online application system. There are several statuses that you may see:
a) Application On File (Application successfully submitted.)
b) In Progress (The application has been received and is currently being reviewed.)
c) Selected for Interview
d) Offer Extended
e) Pre-Employment In Progress (Conducting pre-employment requirements.)
f) Offer Declined
g) Offer Accepted
h) Hired
i) Pursuing Other Candidates (We are currently pursuing other candidates for the position).
k) Not Selected
l) Ineligible for Transfer (See Baylor policy HR 02.6.46.)
m) Ineligible for Rehire (Contact employee_relations@bcm.edu for more information.)

Please see page 17 for instructions on how to check the status of your application.

I forgot my username and/or password.

- To reset your password, go to the reset webpage. You will receive information via email regarding how to reset your password.
- Please do not set up multiple applications.
- If you no longer have access to the email account you used to apply, please email askrecruitment@bcm.edu and someone will assist you.

Technical/IT issues

- If you are experiencing technical issues, please send an email to askrecruitment@bcm.edu

Where can I submit my references?

- It is not necessary at this point to provide your references. We encourage you to provide these directly to the hiring manager later in the process if requested.

If you have additional questions, please contact askrecruitment@bcm.edu.