How do I apply for a job with University of Utah Health Care?

Visit: Healthcare.utah.edu/careers

1. Getting started
   - Open your internet browser
   - Go to: www.healthcare.utah.edu/careers
   - Click on Search and Apply For Jobs
   - Click on External Candidates
   - Click on Login

2. Login
   - New Users: Scroll down to the box labeled “Create a New User Account”
     - Complete all required fields in this box that are marked with a red asterisk (*).
     - Click Submit
   - Challenge Questions – these questions will be asked to reset your password if you forget it.

3. Create your profile
   - Complete all required fields marked with a red asterisk (*). OPTIONAL: You can Import and Submit your résumé to auto-insert the required Profile information for you.
   - Attach your résumé, cover letter, and references*.

4. Confirm and Submit
   - Confirm your profile.
   - Submit your profile.
   - Confirm your ethnicity.
   - Submit your ethnicity.
   PLEASE NOTE: If you do not press Confirm & Submit for both your Profile and your ethnicity, it will not save and you will have to start again.

5. Search and apply for jobs
   - To view ALL open jobs, scroll down to the bottom of the screen and click on “Search” without entering any search criteria selections.
   - To search for a specific job, select your criteria from the different search options (keyword, area of interest, shift, etc.)

PLEASE NOTE: We are happy to assist you with general questions, but we cannot create your profile or complete a job application for you. If you need assistance with creating your profile or completing the application you may ask a friend or relative for assistance.