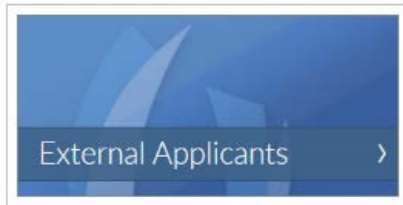


EXTERNAL APPLICATION PROCESS

1. Go to the UMMC Careers website - careers.umc.edu
2. Under **View Jobs** – “select **External Applicants**”.



3. In the top right hand corner click “**Sign In**”.
4. If you have previously created an account, **sign in**. If you have not previously created an account, click “**Create Account**” below the sign in button.
5. Click the “Search for Jobs” button on the left hand column.
6. Use the search box to search for positions or use the filter options on the left.
7. **Click on the job title** you are interested in applying for to view the complete job posting.
8. In the upper left hand corner, you have the option to apply for the job, by clicking **APPLY**.

9. “**Quick Apply**” is the first screen of the application and where you can upload your resume’/CV to automatically parse out your information into the application. Should you choose to use this optional feature, please be sure to review the information to ensure it was parsed out correctly.
 - a. **Note:** Only one file can be attached at this step. Additional documents such as references and a cover letter can be uploaded later in the application process.
10. Complete all fields on the “**My Information**” screen. Click “**Next**” to continue.
11. On the “**My Experience**” screen, enter ALL work experience, education, skills, and/or website. Upload all supporting documents (i.e. resume/CV, cover letter, references, etc.) under the Resume/CV section on this screen. Click “**Next**” to continue.
12. On the “**Application Questions**” and, if applicable, “**Additional Application Questions**” complete *all fields*. Click “**Next**” to continue.

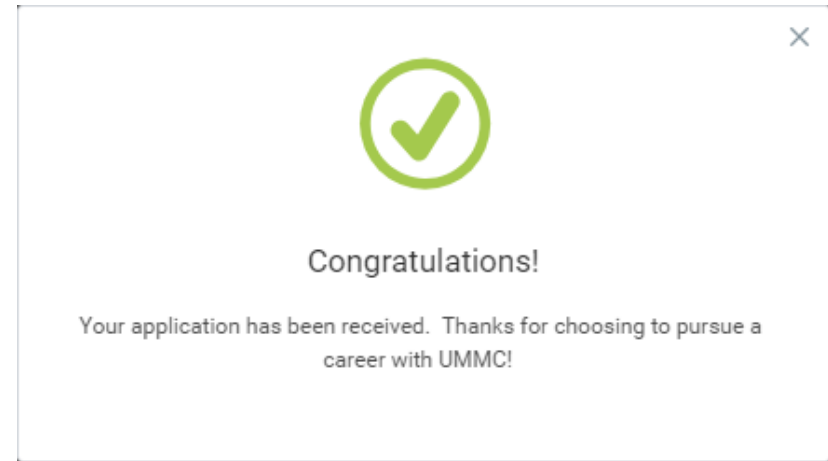
13. You have the option to provide voluntary disclosures information as well as authorization for background check upon employment offer. You must **read and consent** to the **terms and conditions** by **checking the box** at the **bottom of the page** in order to continue. Click **“Next”** to continue”.

Yes, I have read and consent to the terms and conditions *



14. The **“Review”** screen is the *final step*. **Review all information** for accuracy and click the **“Back”** button if you need to make changes. When you are satisfied with your application click **“Submit”**.

15. A **Confirmation of Application** will appear on the screen.



16. If you would like to check the **Status of your Application**, Please login to our site and select the cloud icon. Then review the requisitions and status under **My Applications**.