

Career Opportunities

Applying for jobs at Saint Joseph Regional Medical Center and Our Lady of Peace Hospital, an affiliate of Saint Joseph Regional Medical Center, is easy with our online e-application tracking system. As an associate, if you are considering a new position, here are the key things you need to know about applying.

Frequently Asked Questions and Answers:

1. Do I have to use the on-line application system to apply for open positions as a transfer?

Yes. You cannot be considered for positions until an online application/transfer request has been completed. The online job application/transfer request process is the easiest, most flexible, and quickest method for internal candidates to apply for open positions, while eliminating the hassles of paper applications. The entire process should not take more than 10-15 minutes.

2. How do I log into the e-application system?

Since this is new technology for Saint Joseph Regional Medical Center, you must first register yourself as an associate. Click on the [Current Associate](#) link on the website www.sjmed.com > Current Opportunities and follow the steps to register yourself. You will be asked to enter your employee id number and date of birth. After registering, please write down your password in a safe place, as you will need it to access the system in the future. Your employee id number will remain your user id.

Once you register yourself, you'll always come back to the [Current Associate](#) link and enter your employee id number and password.

Registration may require you to provide the following information:

1. Contact Information
2. Education Information
3. Work Experience (provide at least five years of history)
4. License and Certification (where appropriate for the job)
5. Employer customized questions for the position which you are applying
6. References (provide at least three):

3. How do I follow-up after I have submitted an application?

Once you have submitted your application/transfer request, you will receive an email confirmation (if you have a SJRMC email address) that your application has been sent to our recruitment team. If you do not have an email address, you can just re-log back into the e-application system and review the status of your application/transfer request at anytime, 24-hours a day, 7 days a week.

4. What if I want to make updates to my application/transfer request?

To update your account, log on to the website www.sjmed.com > Career Opportunities > [Current Associate](#). From here you can update the sections "My Account", from the left navigation bar and click on one of the four tabs "Account Information," "Field and Position," "Profile," or "Biographical Information". You can update resume and reference information under the "Resume Builder" section.

5. What if I have questions?

Contact the central recruitment office at 574/237-7273.

Access Information.

www.sjmed.com> Career Opportunities is an Internet website available 24-hours a day, 7 days a week. Fill out an application/transfer request whenever and wherever it's convenient for you.

- Personal Computer
- Friends or Family's computer
- Library
- Our friendly Human Resources Offices