

HOW TO APPLY FOR A POSITION AT LEE HEALTH

Thank you for your interest in joining our team, where everyone has a chance to be a part of an ExceptionalLee team! As you begin your application journey, we have a few tips and recommendations to ensure you successfully complete your application.



We recommend using a non-Internet Explorer browser. Candidates have a better end-to-end experience using modern browsers. We recommend Google Chrome for the best application process.

START YOUR REGISTRATION

1. Navigate to <https://www.leehealth.org/careers>
2. Click on the link **For New Candidates**



3. If not already registered, click the **View All Available Jobs** button or use the **Search** fields to filter and view specific jobs. If you have already registered, click the **Returning Applicants** button and click to **Sign In** at the top-left of the page that opens.

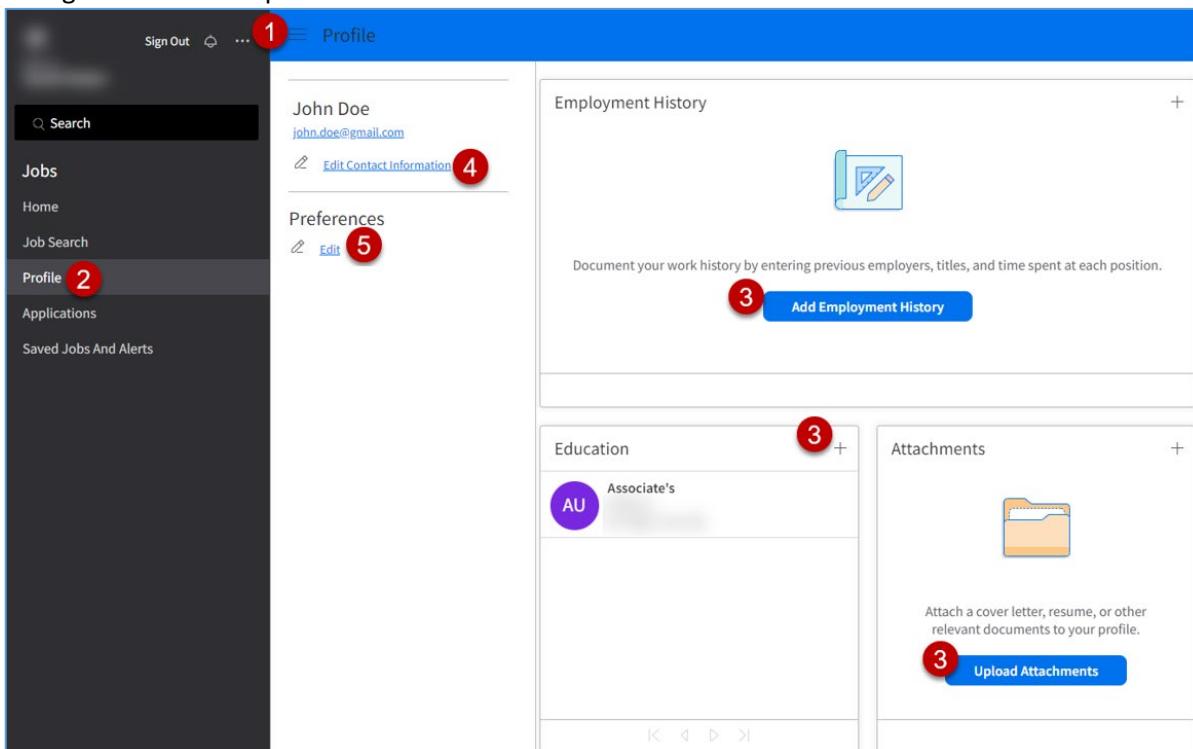
The screenshot shows the Lee Health careers website. At the top, there's a navigation bar with links for Careers, Benefits, Featured Opportunities, Culture, Living Here, FAQs, and ERP. To the right of the navigation are buttons for CURRENT EMPLOYEES, RETURNING APPLICANTS, and a Join Our Talent Community link. Below the navigation, a large banner features the text "Be Valued for Being You." and a photo of a smiling man. Red arrows highlight the "VIEW ALL AVAILABLE JOBS" button in the navigation bar and the search bar area below it, which includes fields for Keyword Search, Category Search, Location Search, and Schedule Search.

4. Select a job you are interested in to view the full details of the position
5. Click the **Apply** button to begin filling out the application. If you are not a returning applicant, click **Register** on the Infor sign in page and follow steps a-e below.
 - a. Type your email address in the Email Address field. This will be your user name when you return to the site.
 - b. Type a Password into both Password fields to create and confirm
 - c. Type the security code into the field below the image
 - d. Click the folder icon to browse and attach a resume or click the I don't have a resume check box
 - If you check the box, you will need to input your first and last name into the additional fields
 - e. Click **Submit**
6. Follow steps 3-12 in the [Submit an Application](#) section below to complete your application

YOUR PROFILE

Once registered, you can view and edit your profile:

1. Click the  button to open the left-hand menu if it is not open
2. Select **Profile**
3. Use the Add buttons in each section of your profile to add additional information to your account
 - If there is already information added in a section, click the  icon to add another item
4. Click the **Edit Contact Information** link to update your name, email, or phone number
5. The **Edit** link under Preferences can be used to update your employment type, preferred job location, job categories and other preferences



The screenshot shows the 'Profile' section of a web application. On the left, a sidebar lists 'Jobs', 'Home', 'Job Search', 'Profile' (with a red circle containing '2'), 'Applications', and 'Saved Jobs And Alerts'. The main area displays a user's profile: 'John Doe' and 'john_doe@gmail.com'. Below this are sections for 'Employment History' (with an 'Add Employment History' button), 'Education' (with an 'Associate's' entry and a red circle containing '3'), and 'Attachments' (with a folder icon and an 'Upload Attachments' button). Red circles numbered 1 through 5 highlight specific elements: 1 is on the menu icon; 2 is on the 'Profile' link in the sidebar; 3 is on the 'Add' icons in the Employment History and Education sections; 4 is on the 'Edit Contact Information' link; and 5 is on the 'Edit' link in the Preferences section.

JOB SEARCH

To search for a job:

1. Click the  button to open the left-hand menu if it is not open
2. Select **Job Search**
3. Use the filters across the top of the page to filter for a specific job type

Keyword / Job Title	Job ID	Category	Sub Category	Work Type	Work Location	Shift	Search	Clear
[A ▾]	= ▾				[A ▾]	Q= ▾		

4. Click a job from the list to view additional details
5. Use the buttons at the top of the job posting page to **Apply** or **Save** the job to apply later

Apply

Save

- Additionally, use the     Facebook, Twitter, email, and link icons to share the posting with others
- **Save** will add the posting to your Saved Jobs list available by selecting Saved Jobs and Alerts from the menu

SUBMIT AN APPLICATION

To submit an application for a job posting:

1. Find and select a job from the Job Search
2. Click the **Apply** button at the top of the posting
3. A series of application tasks will appear after clicking apply. Please note, you must complete all of the required tasks. You can navigate between tasks using the Previous and Next buttons. Read the Application Instructions then click **Next** at the top-right to begin the application.

The screenshot shows a user interface for an application process. On the left, there is a vertical sidebar with a header 'Application Tasks' and a 'Previous' button. Below the header, there is a list of tasks: 'Application Instructions' (which is highlighted in blue), 'Contact Information', 'Profile Questions', 'Employment History', 'Education', and 'Licenses and'. To the right of the sidebar is a main content area with a header 'Application Tasks' and 'Application Instructions'. It contains a welcome message: 'Welcome to the Lee Health application process!', instructions for navigating between pages ('Use the NEXT button in the navigation bar above to move forward from page to page within the application. If you need to go back a page you can use the PREVIOUS button.'), a note about scroll requirements ('Please note that some pages may require you to scroll down in order to answer all of the questions and you may have to scroll back up to the top to find the NEXT button.'), and a final message: 'Thank you for your application!'. At the top right of the main content area are 'Previous' and 'Next' buttons, with 'Next' being highlighted with a red box.

4. Validate the information on the **Contact Information** task and fill in any missing information. If incomplete, an error message will prompt you to fill in values as needed.
5. Select **Next** when all information is verified and completed
6. On the **Profile Questions** task, if you have not completed this in previous applications, answer the Profile Questions. If previously completed, validate the accuracy of the information. If incomplete, an error message will prompt you to fill in values as needed.
7. Select **Next** when all information is verified and completed
8. Continue through the remaining tasks before the Attestation screen by answering the required questions, validating the accuracy of filled in information and/or adding/editing information with the Add, Update, and Delete buttons
9. On the Attestation screen, read the full Acknowledgment and Attestation Statement
10. Once reviewed, acknowledge that you understand the attestation by clicking the ***I Agree** check box and filling in **Your Name** (e-signature). If incomplete, an error message will prompt you to fill in values as needed.
11. Click **Next** to proceed
12. At this point, your tasks (left side task bar) should each be marked with a check box signifying completion.
 - a. Your application is not finalized until you click **Submit Application** in the top right navigation bar

The screenshot shows a navigation bar with two buttons: 'Submit Application' and 'Previous'. The 'Submit Application' button is highlighted with a red box.

- b. You will receive a message that indicates your application has been received
- c. Additionally, an email confirmation is sent from donotreply@leehealth.org with the job ID and title in the body of the email
- d. To confirm, click on the [View My Applications](#) link or the **Applications** tab of the left-hand menu. Your applications and status are visible on this page.

FAQ / ADDITIONAL SUPPORT

What resources are available if a candidate needs assistance or computer access to apply for jobs at Lee Health?

Apply online any time using our Job Search Page. Candidates needing assistance or computer access may also apply at our Employment Center located at 6630 Orion Drive, Fort Myers, FL 33912. Hours: Monday through Friday, 8:00 am to 4:30 pm. Application kiosks are also available for candidates to apply online at our hospital locations:

- Health Park Medical Center - Cafeteria
- Lee Memorial Hospital - Cafeteria
- Gulf Coast Medical Center - Cafeteria
- Cape Coral Hospital - Main Lobby

How can I get technical support after hours?

If you have difficulty filling out the online application after normal hours (like evenings or weekends), call our Lee Health Help Desk at 239-343-7900. You can also send an e-mail to HR@LeeHealth.org to request help. Please provide your phone number and e-mail address when you can or e-mail, so we can easily contact you the next business day.

How can I get technical support during normal business hours (Monday through Friday 8:00 am to 4:30 pm)?

If you're having difficulty filling out the online application during normal business hours (Monday through Friday 8:00 am to 4:30 pm), contact HR Connect at 239-343-1555. You may also visit our Employment Center or one of our online application kiosks for personal assistance.

Thank you for your interest in joining Lee Health and we look forward to learning more about you!