

## FAQs

### What if I don't have an email account?

We understand that not everyone has an email account. That's why on the right hand side of the screen you will see directions on how to sign up for a free email account with Yahoo or Hotmail.

### How do I follow-up after I have submitted my application?

Once you have submitted your application, you will receive a confirmation email. Your application will then be reviewed and you will be able to track it's status by logging onto your account (you will need your username and password to do this.)

### What if I need to update my account?

To update your account, log onto your account and click *My Account* on the left side of the screen. Click on one of the four panels "Account Information, Field and Position, Profile or Biographical Information" and update the appropriate fields.

### Do I have to use the SJMHS On-line Job Application System to apply for open positions?

The SJMHS On-line Job Application process is the easiest and most flexible method for job seekers to apply for open positions. SJMHS will continue to accept faxed and/or emailed resumes, and qualified job seekers will be invited to submit their application for employment via the SJMHS On-line Job Application system.

## Questions?

Contact Human Resources  
at 734-712-2368.



**REMARKABLE MEDICINE.  
REMARKABLE CARE.**

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# Applying for Jobs at Saint Joseph Mercy Health System

*– Just Got Easier!*



**REMARKABLE MEDICINE.  
REMARKABLE CARE.**

**Whether you work at Saint Joseph Mercy Health System (SJMHS) or are considering employment with us, here are the key things you need to know when applying for a position on-line.**



### **System Access**

There are three ways to access our new online application system.

- If you're accessing the application system from your **personal computer**, log onto [www.sjmh.com](http://www.sjmh.com) and click on Career Opportunities.
- If you're accessing the application from the SJMHS **infontet** (<http://infontet.trinity-health.org>), click on Human Resources and then select Jobs.
- If you're accessing the SJMHS online application system from a **Human Resource (HR) kiosk**, click on the SJHMS online application icon.

## **Searching for Open Positions** – Is easy as 1, 2, 3



### **Step 1** Create an Account

All job seekers (SJMHS employees and all others) must perform a one-time registration in the SJMHS On-Line Job Application system.

#### **SJMHS Employee?**

If you're a SJMHS employee, click on "*Already an employee at Saint Joseph Mercy Health System, click HERE!*" icon, then register by entering your Employee ID, Social Security Number and Date of Birth. When you register, please write down your password in a safe place, as you will need it to access the system in the future.

**All other job seekers** may search open positions by clicking on, "*Please browse our openings*" and take the next step by filling out the on-line job application.



### **Step 2** Search for Open Positions

Job seekers can view open positions by selecting the Field (*use Healthcare*), Position (*choose your profession*) and/or State/Metro Area (*select either Ann Arbor, Livingston and Saline*).

Once you enter this data, open positions will appear that meet your selected criteria. View the open position(s) you are interested in pursuing. Click on "*apply now*" icon.



### **Step 3** Apply for Open Positions

Job seekers can apply for up to three positions. Once you have clicked on the "*apply now*" icon, you will be asked to register. If you are a first-time user complete the registration process. Then you may begin to fill out the one-time only SJMHS On-Line Job Application.

If you are a returning user, please login using your user ID and password and began applying for open positions. You will also have the opportunity to update any information that is needed.