



Durham Regional Hospital Duke University Health System

Methods of Application for Employment at Durham Regional Hospital

Thank you for your interest in employment at Durham Regional Hospital. This pamphlet outlines various methods of submitting your application and will answer many questions you may have about our job application process. Should you require additional assistance please feel free to contact our Human Resource office at: 919-470-7265.

Applications:

May be submitted for positions available in the **Food & Nutrition** and **Environmental** service areas. These are available in the Human Resources department located on the 2nd floor of the George Watts building. Indicate the position(s) you are applying for under: *Types of Positions*. It is necessary to complete only one application. Copies will then be forwarded to the appropriate departments.

Resumes:

The preferred method of application for all other positions is to submit a resume. This may be accomplished in any of the following methods:

1. Resumes may be faxed to the Human Resource department at (919) 470-7376.
2. Resumes may be mailed to: Durham Regional Hospital, Attn: Human Resources, 3643 N. Roxboro Road, Durham, NC 27704.
3. Resumes may be turned in to the Human Resources office located on the 2nd level of the George Watts building.

4. Resumes may be e-mailed to the DRH Job Line at: drhjobline@duke.edu.

Once a resume has been submitted by one of the above methods, it is *scanned* into the hospital's resume system and available to be reviewed by the appropriate hospital personnel. [Resumes scanned in this manner do not link a resume to a *specific* position.]

5. A resume may be submitted on-line using the Resume Builder at the Duke HR Web Site.

[Submitting your resume on-line, allows the resume to be linked to a specific position.] This is accomplished by submitting your resume through the **Quick Apply** option on the *Applicant Home Page* (instructions to follow).

Helpful Hints for Scanned Resumes:

- Recruiters use “key” words when searching for applicants on the resume database. Therefore, it is beneficial to include the type of position you are applying for in the *Objective* of your resume as well as including your job skills / qualifications in the body of the resume.
- Scanning is often hampered by the use of various types of fonts and sizes. It is preferential to keep the text uniform. In extreme cases the resume may be unsuitable for scanning.
- Any corrections hand-written on the document (for example a change of phone number which has been crossed out and written in) makes the document unsuitable for scanning.

Submitting a Resume on-line:

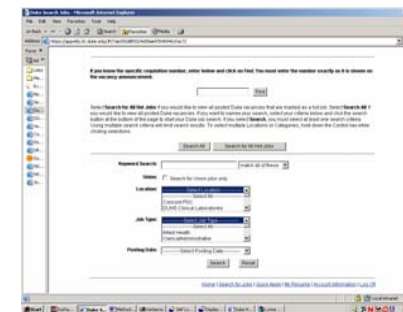
The recommended method of submitting your resume is to apply on-line at the *Duke HR Web Site* @ <http://www.hr.duke.edu/>.

I. Obtain the Requisition Number(s):

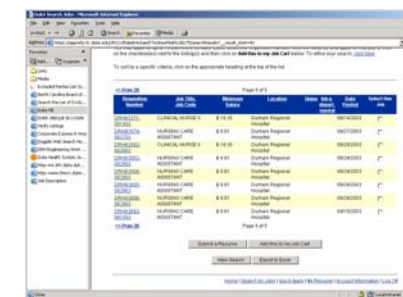
- Access the *Duke HR Web Site* at: <http://www.hr.duke.edu/>.
- Select the blue tab labeled **Jobs**.
- The following screen appears:



- Select **Job Postings** for a list of the current jobs available. The following screen appears:



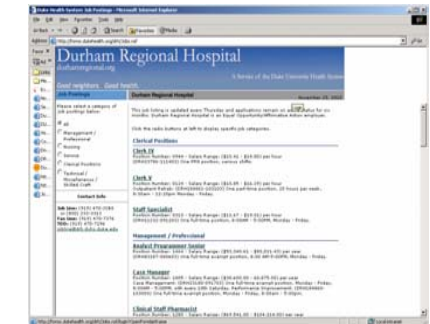
- Narrow the position list by entering a **Keyword Search** or by selecting a **Location** and / or a **Job Type**. Select **Search** and the Job List appears:



- Record the **DRH Requisition Number** for each position you wish to apply for (to be used later).
- Select **Home** at the bottom of the screen to return to the **Applicant Home Page**.

Though your resume is submitted through the Duke HR Web site you may visit the **Durham Regional Job List** at:

<http://forms.dukehealth.org/drh/Jobs.nsf> for any position specifics, such as department, shift information, minimum requirements, pay range, etc.,.



- Double click on the position for the minimum requirements and any additional listings that may be available for that position.

II: Obtain an E-Mail Address:

You must have a current e-mail address in order to obtain your account password. [If you already have an e-mail account proceed to Section III.] An e-mail account may be obtained, in order to receive your password, by following the steps outlined below:

- Select **YAHOO! MAIL** on the **Applicant Home Page**. The following screen appears:



- Select **Sign Up Now** and the following screen appears:



- Select **Sign Up Now** for **Free Yahoo Mail** and follow the instructions to set up a free e-mail account. When you return to the Yahoo Home Page enter your new Yahoo e-mail address and password to access your account. Once your e-mail address is established a **New User** account can be submitted on the Duke HR Web Site.

III. Establishing a New User Account:

- Use the **Back** ← arrow key, or you may re-enter the *Applicant Home Page* address: <https://apprefp.hr.duke.edu:8443/applicant/index.jsp> to return to the **Applicant Home Page**.



- Select **New User** and the following screen appears:



- Enter your e-mail address in both the **USER ID** and **E-MAIL ADDRESS** field boxes.
- Once **submitted**, you should receive your confidential password with-in a few minutes after application. Obtain your password by accessing your e-mail (the subject will appear as "New Password").
- You may now enter your resume on-line at the Duke Applicant Home Page.

IV: Building Your Resume:

- Establish your resume beginning on the Duke Applicant Home Page by selecting **My Resume**. The following screen appears:

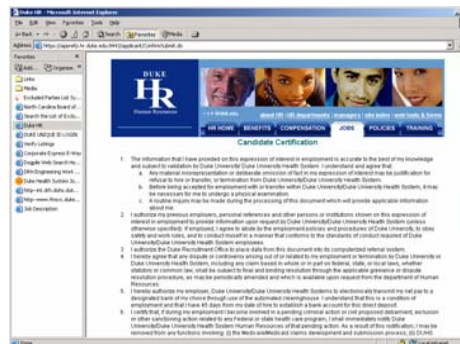


- Enter your email address as the **User ID** and **E-mail Address** and your new **Duke Password** in the corresponding field boxes.

- The following screen appears:



- Select each of the items listed then enter the required information. Select **Submit** at the bottom of each screen then proceed to the next item. If your item does not *submit* scroll up to the top of the page and the reason for the rejection will be noted in red. Once corrected, the section should be *re-submitted*. Once all sections are completed the entire resume is submitted and a **Candidate Certification** will appear as in the following screen:



- Return to the Applicant Home Page by selecting **Return**.

V: Submitting a Resume using the QUICK APPLY Option:

You may now use *Quick Apply* to link your resume to the position(s) you wish to apply for. The number of applications that can be submitted in

this manner is limited to 15 per applicant per 30-day period:

- Select **Quick Apply** on the Applicant Home Page. The following screen appears:



- Enter the **DRH Requisition Number** from the job list and your **Social Security** number in the appropriate field boxes.
 - Your Social Security number must be included in your resume under **Part 2 / Page 1**. (Using no dashes.)
 - The Requisition Number must be entered in full: DRH#####-#####).
- You resume has now been linked to the position and is available on the Durham Regional and Duke resume system for viewing by the appropriate hospital personal.
- Due to the large volume of applications processed it is not possible to contact each individual.** We ask your patience while your resume is being evaluated. An applicant will receive an initial phone call only when selected for an interview.

Thank you for your interest in employment at Durham Regional Hospital.

