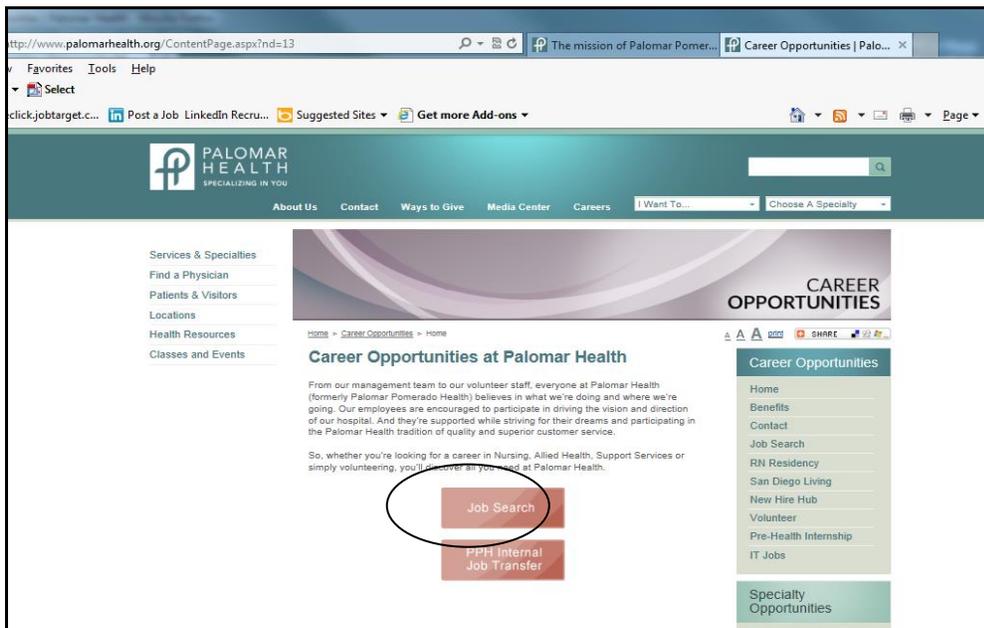


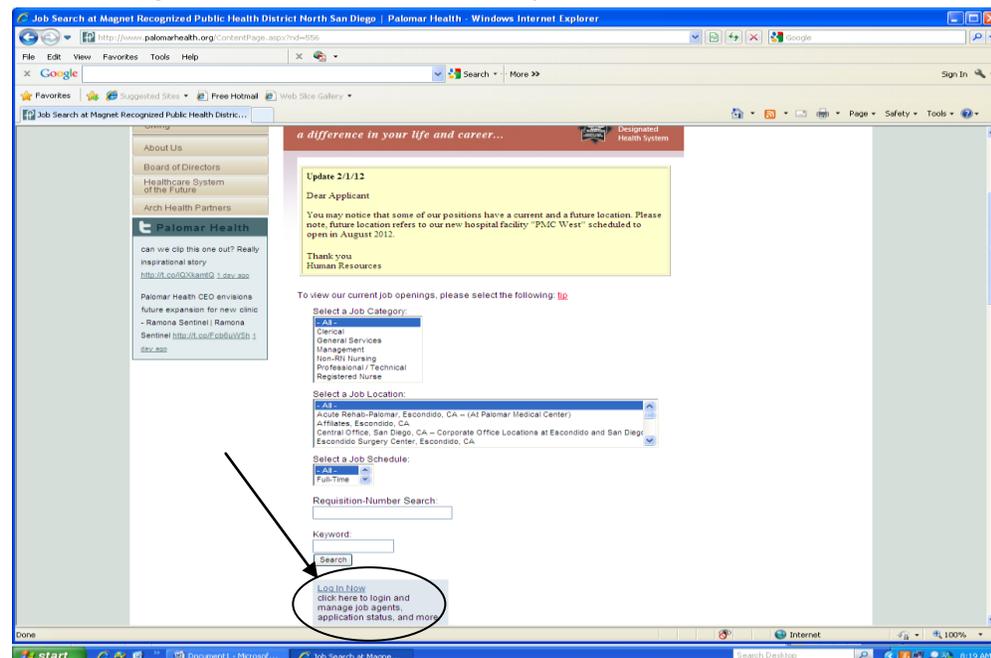
How to Set Up the Job Agent

The job agent is a tool that will allow you to select the positions that you are interested in applying for with Palomar Health. Once you have selected your positions of interest the job agent will e-mail you when the position is posted on our job board and accepting applications.

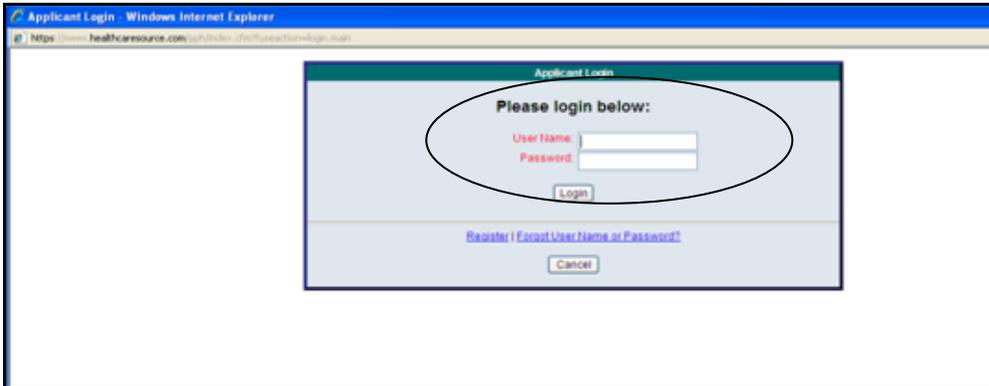
1. Go to www.PalomarHealth.org/Careers
2. Select "Job Search" button



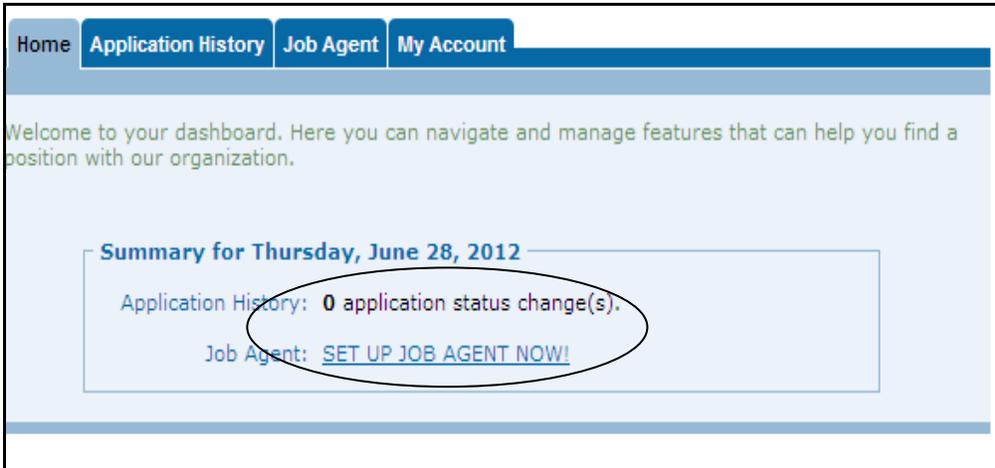
3. Click the "Login now" link located below the job search criteria boxes.



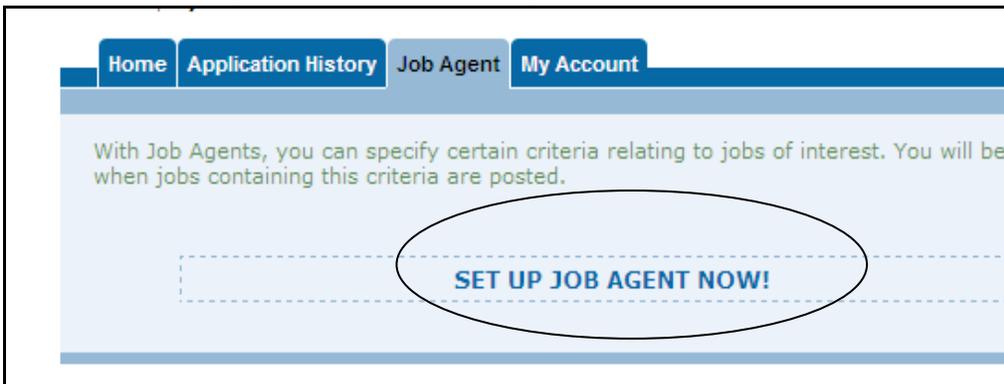
4. This will bring up the login window. Input the username and password that you created with your first application.



5. Select "set up job agent now!" This will bring up all possible positions with Palomar Health.



6. Select "set up job agent now!" This will bring up all possible positions with Palomar Health.



7. Mark all positions that you are interested in applying for when they become available.

Position Manager - Windows Internet Explorer
https://www.healthcaresource.com/pph/index.cfm?fuseaction=careemail.edit&cCareerMailEmailAddress=cynthiaparsons@cox.net

Back to Dashboard | Job Agent Edit

Select jobs that interest you from the list below. When an opening occurs, we will send you an email regarding the job opening along with a link to more information and how to apply. This service will remain in effect for 6 months from the date you sign up. Press 'Submit' when finished.

Clerical	
<input checked="" type="checkbox"/> ACCOUNTS PAYABLE CLERK	<input checked="" type="checkbox"/> HLTH INFO SPEC I - CHART RETRV
<input checked="" type="checkbox"/> ADMIN ASSISTANT	<input type="checkbox"/> HOSPITALIST PROGRAM SPEC
<input checked="" type="checkbox"/> ADMIN ASSISTANT	<input type="checkbox"/> HOSPITALIST PROGRAM SPEC
<input type="checkbox"/> ADMIN ASST 109703D1	<input checked="" type="checkbox"/> HOSPITALIST PROGRAM SPEC
<input type="checkbox"/> ADMIN PARTNER	<input type="checkbox"/> HR ASSISTANT III
<input type="checkbox"/> ADMIN PARTNER	<input type="checkbox"/> HR SVC REP
<input type="checkbox"/> ADMIN PARTNER	<input type="checkbox"/> HR SVC REP
<input type="checkbox"/> ADMIN PARTNER	<input type="checkbox"/> IMAGING QUAL CTRL SPEC HIS III
<input type="checkbox"/> ADMIN PARTNER	<input type="checkbox"/> IMAGING QUAL CTRL SPEC HIS III
<input type="checkbox"/> ADMIN PARTNER	<input type="checkbox"/> IMAGING QUAL CTRL SPEC HIS III
<input type="checkbox"/> ADMIN PARTNER	<input type="checkbox"/> INSURANCE CLERK ESC

8. Click the "submit" button at the bottom of the page.

<input type="checkbox"/> IP NURSE	<input type="checkbox"/> WOW RN III (FR)
<input type="checkbox"/> IP NURSE	<input type="checkbox"/> WOW RN III (FR)
<input type="checkbox"/> IP NURSE	<input type="checkbox"/> WOW RN III (FR)
<input type="checkbox"/> IP NURSE	<input type="checkbox"/> WOW RN III (FR)
<input type="checkbox"/> LACTATION CONSULT RN	<input type="checkbox"/> WOW RN III (FR)
<input type="checkbox"/> LACTATION CONSULT RN	

Congratulations you have set up the job agent! Now whenever a position that you selected is posted to our job board you will be sent an email informing you that we are now taking applications for the position.