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**

For New Candidates (IE not supported)

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.
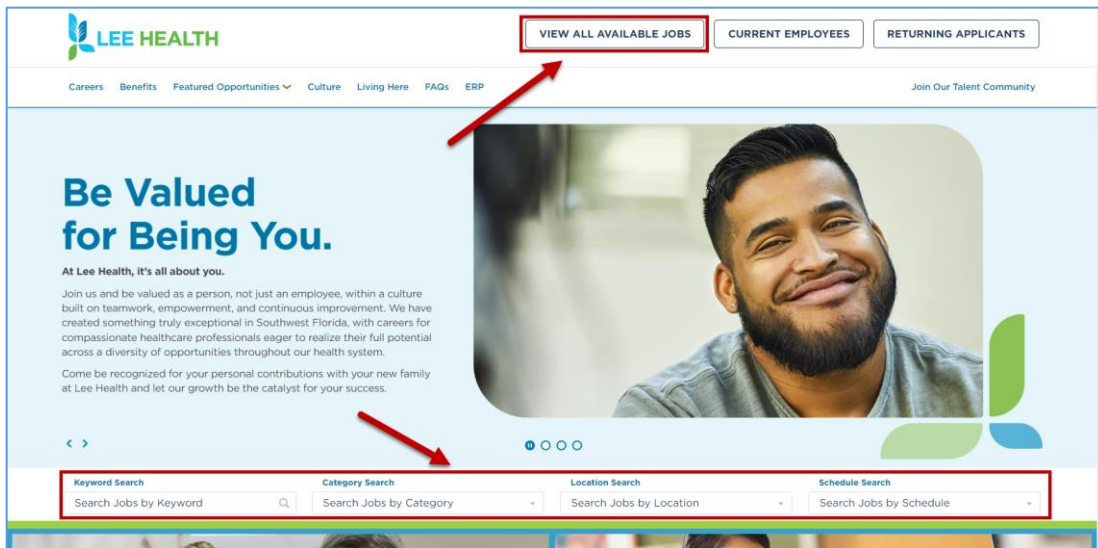

4. Select a job you are interested in to view the full details of the position
5. Click the **Apply** button to begin filling out the application. If you are not a returning applicant, click **Register** on the Infor sign in page and follow steps a-e below.
   a. Type your email address in the Email 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

LEE HEALTH

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
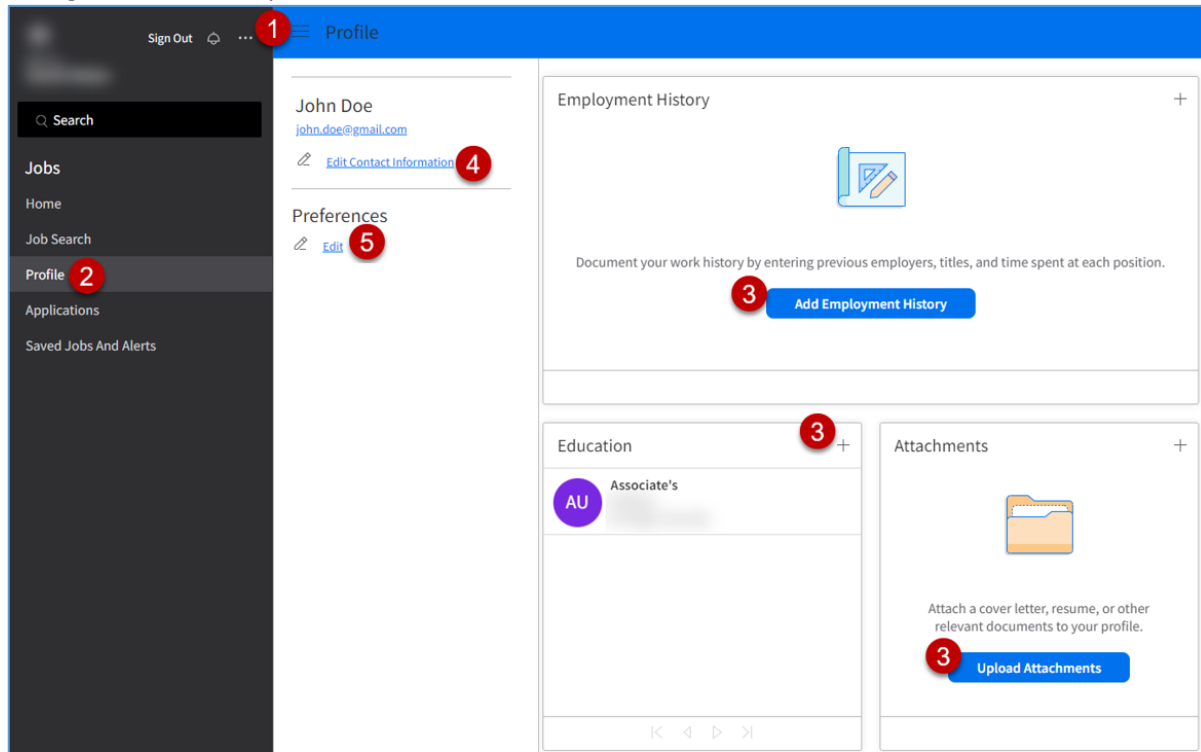
JOB SEARCH

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

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

   - Additionally, use the [f] [twitter] [email] [link] 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.
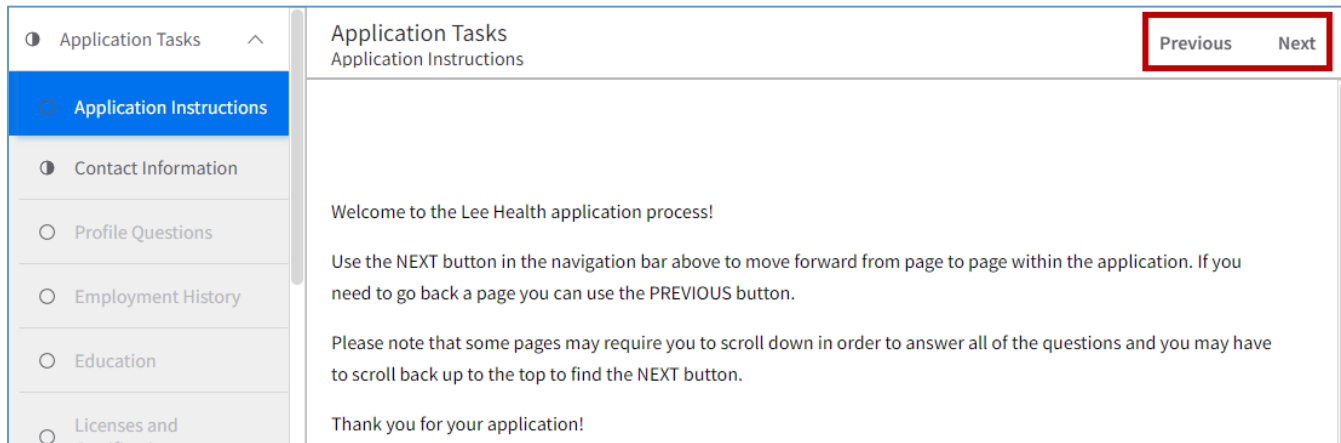
4. Validate the information on the **Contact Information** task and fill in any missing information. If incomplete, an error message will prompt you to fill in values as needed.
5. Select **Next** when all information is verified and completed
6. On the **Profile Questions** task, if you have not completed 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

    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.

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 our HR Call Center 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!