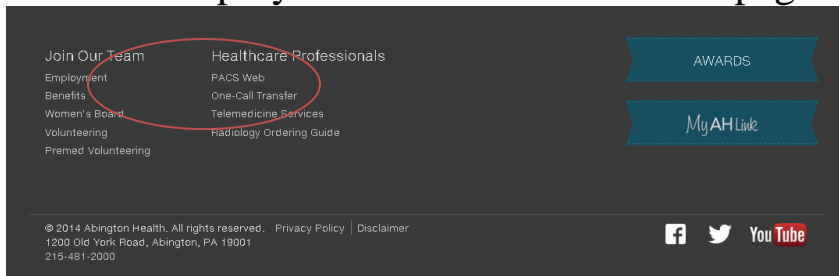


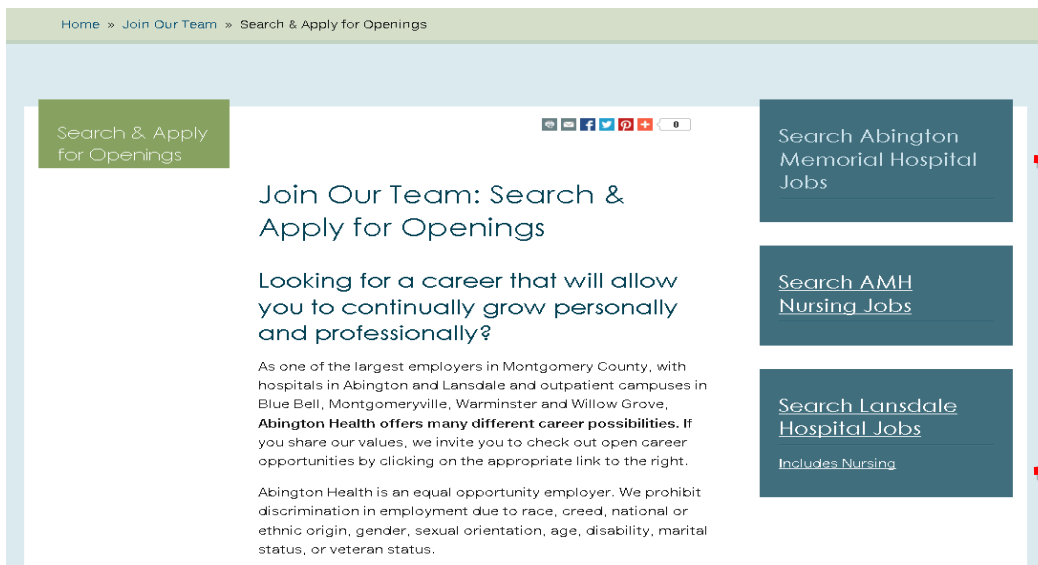
## Online Application Directions for Abington Health

Log onto [www.abingtonhealth.org](http://www.abingtonhealth.org) and scroll to the bottom of the page.

Click on Employment at the bottom of the page.



Click on one of the “Search” buttons on the right hand side of the page (e.g. Search Abington Memorial Hospital Jobs).



Select the Abington Health hospital that you would like to search (Abington Memorial Hospital or Lansdale Hospital).

*Helpful Hint:* Lansdale Hospital Jobs are only accessible by searching under the Lansdale Hospital Search button.

**First Time Users:** Create a User ID and Password. Password is case sensitive. This will be used anytime you want to access your

profile to apply for a position or update and save information on your profile.

The screenshot shows a web form titled "Create New User ID and Password". At the top, there is a navigation bar with links for "Welcome", "Find Jobs", and "Sign In". Below the title, a paragraph explains that creating a User ID and Password allows users to create a reusable online profile, track their status, and sign up for email alerts. The form contains several input fields: "Enter a User ID:" (with a note: "At least 7 characters, no spaces."), "Enter a Password:" (with a note: "At least 7 characters, no spaces. Cannot be the same as your User ID."), "Retype Password to Confirm:", "First Name:", "Last Name:", and "Enter your Email Address:". A green button labeled "Create User ID and Password" is positioned below the email field. At the bottom left, there is a legend indicating that an asterisk (\*) denotes a required field, and a "Help" link with a question mark icon.

### **Helpful Hints:**

You should **not** create new accounts each time you apply. Duplicate e-mail addresses will not be allowed if you try to create a new profile.

Profiles can be modified to apply for new positions but the information on prior applications that were submitted cannot be modified.

If you need to make changes after signing electronically and submitting you should contact an HR Business Partner at 215-481-2650 during normal business hours, Monday-Friday.

While it is not required to have an e-mail address it is strongly encouraged so that we may communicate more effectively with our applicants.

**Returning Users:** Log-In on the Right Hand Side of the screen using your e-mail address, use rid and password as saved.

Welcome | Find Jobs | Sign In

## Welcome to the Abington Health Employment Center

**New Applicants**

**Without logging in you can:**

- Browse our open jobs
- Refer a friend to a specific job

**Signing in allows you to:**

- Apply and check the status of your applications
- Get emailed 'Job Alerts' for jobs of interest to you

[Find Jobs](#)  
[Create a UserID/Password](#)

If you do not have an email account, please create one:  
 Microsoft Hotmail: <http://www.hotmail.com>  
 Yahoo Mail: <http://mail.yahoo.com>  
 Google Gmail: <http://gmail.google.com>

Search by Job Number:

**Previous Applicants**

By logging in, returning applicants can view the status of their applications, as well as search new job openings and apply online

**Login**

Email Address or User ID:

Password:

[Forgot Password?](#)

This web application requires a browser that supports JavaScript, Tables, Cookies and Frames. If your browser does not support these attributes, you may download your desired choice of browsers at the right.




Powered by  iGreentree

First Time User

Returning User

*Helpful Hint:* If you forgot your user id then you can use your e-mail address associated with the account. If you forgot your password please click on forgot password and check your e-mail inbox associated with the account.

## MY PROFILE

Welcome | My Home Page | Find Jobs | **My Profile** | Application Status | Job Alerts | Sign Out

## Welcome to the Abington Health Employment Center

**Welcome Test.**


If you are not Test, please [click here](#)

**You are now signed in to our Career Opportunities site and can:**

- Create or update your online profile
- View and apply for open jobs
- Email a friend with information about any open job
- View the status of applications that you have submitted
- Create or edit your criteria for receiving email 'Job Alerts'

[My Profile](#)  
[Find Jobs](#)  
[Application Status](#)  
[Job Alerts](#)

Search by Job Number:

Powered by  iGreentree

Create or Review your profile under the My Profile tab.

### Helpful Hints:

- All required fields (\*) must be completed in order to save changes and apply.
- The color coded bars in each section let you know the status of that section of the profile.
- Please make sure to save changes before proceeding to the next section.

Welcome | My Home Page | Find Jobs | **My Profile** | Application Status | Job Alerts | Sign Out

## Update My Profile

Contact Information	Education	Licenses/Certificates	Languages	Work History	Military Service	Relatives	References	Related Questions	Resume	Voluntary Survey
---------------------	-----------	-----------------------	-----------	--------------	------------------	-----------	------------	-------------------	--------	------------------

This profile will be used to create each application you make for any position with us. You may go to any section directly by clicking on the section name above.

Contains none of your information.
Has some or all of your information.
Required items have not been completed.

### Contact Information

Enter your contact information. Remember to click *Save Changes* when you are finished.

\* = Required Field.

Section: Contact Information [v] Previous Next

## FIND JOBS

Under the Find Jobs tab you can search for open opportunities by inserting criteria on the left hand side of the page or browsing for jobs by category on the right hand side of the page.

Welcome | My Home Page | **Find Jobs** | My Profile | Application Status | Job Alerts | Sign Out

## Find Jobs

Please enter your criteria and click Find Jobs. You can also click on a category at right to browse a list of jobs for that category, or if you know the job number you can enter it below and click Find Job.

To select multiple search criteria you can hold down the Control key and click on each item.

### Search Jobs

Search By	Criteria
Position Type:	-- Any Position Type --
Specialty:	-- Any Specialty --
Department: <i>Select no more than 5.</i>	-- Any Department -- Abington Bucks Internal Medicine (ABIM) Abington Adult Medicine Ambler Medical Associates - Blue Bell Care Coordination Management/Social Work Dept
Status:	-- Any Status --
Grade: <i>Select no more than 3.</i>	-- Any Grade -- 00 14/30
Shift:	-- Any Shift --
Job Description Keyword:	<input type="text"/>

[Find Jobs](#)

### Browse for Jobs

- [New This Week](#)  
Positions: 5
- [Information Technology](#)  
Positions: 1
- [Physicians](#)  
Positions: 3
- [Nursing](#)  
Positions: 14
- [Operational/Service Worker](#)  
Positions: 0
- [Managerial/Leadership](#)  
Positions: 4
- [Clerical](#)  
Positions: 6
- [All Jobs by Title](#)  
Positions: 42
- [Physician Practice by Location](#)  
Positions: 3
- [Professional/All Health](#)  
Positions: 77
- [New Graduate Nurse](#)  
Positions: 0
- [Technical](#)  
Positions: 14
- [College Co-op/Summer Program](#)  
Positions: 0

Search by Job Number:  [Find Job](#)

[Help](#)

**Search by criteria** (points to the search criteria section)

**Search by category** (points to the browse for jobs section)

Welcome | My Home Page | Find Jobs | My Profile | Application Status | Job Alerts | Sign Out

## Information Technology Results

Please click on a job link to view the Job Detail.

[Return to Previous Page](#)

Job Number	Job Title	Department	Status	Grade	Shift	Schedule	Hours/Week
2012-2173	Senior Systems Analyst IT/Operations Center	Health Info Systems	Full-time	88/34	8:30am-5:00pm	Mon-Fri, occ WEs & Evenings	40

Available Positions: 1

[Return to Previous Page](#)

[Help](#)

The Job Number '2012-2173' in the table is circled in red.

More detailed information on the job can be found by clicking on the Job Number (e.g. 2014-XXXX).

**Please note** that “Grade” is an internal classification related to salary for each position. Salary information is not typically discussed until an interview is scheduled.

# COMPLETE APPLICATION

To apply for the position click on the highlighted words “complete application.”

Welcome | My Home Page | Find Jobs | My Profile | Application Status | Job Alerts | Sign Out

## Job Detail

To apply for this **Senior Systems Analyst I/Report Writer** position, click on [Complete Application](#).

[Return to Previous Page](#)

[Email this job to a friend](#)

<b>Job Number</b>	2012-2178
<b>Job Title</b>	Senior Systems Analyst I/Report Writer
<b>Department</b>	Health Info Systems
<b>Status</b>	Full-time
<b>Grade</b>	88/34
<b>Schedule</b>	Mon-Fri, occ WEs & Evenings
<b>Hours/Week</b>	40

**Job Description:**  
responsible for comprehensive planning, design, documentation, testing and implementation of assigned projects relating to hospital clinical information systems; will be responsible for configuration of Sunrise Clinical Manager (SCM) as well as report writing functions within the system.

REQUIREMENTS: 6 or more years in the installation and project management of hospital information systems; Bachelor's in Business

Answer all questions related to the position as below:

Welcome | My Home Page | Find Jobs | My Profile | Application Status | Job Alerts | Sign Out

## Apply for Position

To apply for the position of **Senior Systems Analyst I/Report Writer**, please answer the following questions related to this position.

[Return to Previous Page](#)

**Please answer all questions**

All Questions are Required

1. \* Do you have over 6 yrs experience in installation and project management of hospital information systems?  Yes  No
2. \* Do you have experience supporting support Core Measure and Analytics Initiatives for Allscripts Sunrise, Optim Pulsecheck, SIS and Care Manager systems?  Yes  No
3. \* Do you have experience with Expertise with Sunrise Acute Care configuration and reporting, relational databases, Structured Query Language (SQL) and Medical Logic Modules. Microsoft SQL Server, SQL Reporting Services, Oracle, Crystal Reports, MS Visual Studio, C#, Objects Plus, Arden Syntax, Microsoft Office, Visio, and other common office productivity applications?  Yes  No
4. \* How did you learn of this job opportunity?
5. \* If by an Employee Referral, who referred you? If you were not referred by an existing employee please leave asterisk in box.
6. \* Abington Health has a non-nicotine hiring policy. Are you an active user of nicotine products?  Yes  No

\* = Required Field.

[Return to Previous Page](#)

[Help](#)

[Continue >>>](#)

## Helpful Hints:

- All questions are required to be answered.
- If referred by an employee please let us know their name and department
- Abington Health will not hire active nicotine users. Testing to validate the answer on this application will be performed post-offer, pre-employment.
- Honesty is the best policy. If any questions are left unanswered or falsified it is grounds to rescind an offer or terminate employment.
- You must hit “Continue” to proceed with application submission.
- You must carefully review the application and make any necessary changes.
- The Information Acknowledgement should be carefully reviewed and the final question answered acknowledging the accuracy of the information contained.

**Information Acknowledgement**

**PLEASE READ BEFORE SUBMITTING**

We appreciate your interest in our organization and assure you that we will carefully review your qualifications. A clear understanding of your background and work history will aid us in considering you for the position that best meets your qualifications.

1. I give permission to Abington Health to investigate any and all information concerning my application in order to determine my qualifications for employment. I understand that any misrepresentation of facts contained in this application may be cause for my rejection or dismissal from employment.
2. I agree to be photographed by the hospital.
3. I understand that any offer of employment I may receive will be conditioned upon my taking and passing a post-offer medical examination (which may include a test for the unlawful presence of drugs) given by a physician approved by the hospital. I also agree to take a medical examination at such other times as required by the hospital (to the extent permitted by law) during the period of my employment.
4. I agree that any personal property, carried by me from hospital premises, including my packages, briefcase, or other hand luggage may be inspected by authorized personnel.
5. I agree to abide by all hospital rules and regulations. I understand that, if employed, my employment will be subject to the conditions of any applicable introductory period established by hospital policy. I understand and agree that, if employed, I will be an employee-at-will. This means that my employment with the hospital can be terminated or ended by me or by the Hospital at any time with or without any cause or reason. I understand that this employment application and any other hospital documents do not contain any contractual obligation on the part of the hospital to employ me for any specific time period. I understand and agree that no management representative of the hospital nor any other person has any authority to make any commitment to me, or make any agreement with me, for employment for any specific period of time, or to make any commitment to me, or agreement with me, that conflicts in any way with the foregoing statement concerning at-will employment.
6. In the event of resignation or termination, I agree to return all hospital property loaned to me such as identification badges, uniforms, library books, keys, etc. If these items are not returned, the hospital may withhold from my final compensation due me, monies to cover the value of any unreturned hospital property.
7. Applications will be kept in our active files for a period of three (3) months.

I have carefully read the above Information Acknowledgement and I understand and agree to all of the statements.  Yes  No

- Hit the ‘Submit’ button in order to finalize the application. This is at the very bottom of the page.

**IMPORTANT NOTE REGARDING E-SIGNATURE:** by typing your full name below and submitting this application, you acknowledge and agree that your typed name represents your signed name (signature) and that you intend for this electronic signature to have the same force and effect as a manual (handwritten) signature.

**FULL NAME - ELECTRONIC AUTHORIZATION**  3/11/2014

You will be asked if you would like to upload an electronic copy of your application.

The screenshot shows the 'Submit Application' page on the Abington Health website. At the top, there is the Abington Health logo and navigation links: 'About Us', 'News', 'Contact Us', 'Ways of Giving', and a 'Search Site' box. Below this is a dark blue navigation bar with links for 'SERVICES & SPECIALTIES', 'FIND A PHYSICIAN', 'FIND A LOCATION', 'PATIENTS & VISITORS', 'HEALTHY LIVING', and 'CLASSES & EVENTS'. A breadcrumb trail reads 'Home » Join Our Team » Abington Memorial Hospital Jobs'. The main content area has a green header with links: 'Welcome', 'My Home Page', 'Find Jobs', 'My Profile', 'Application Status', 'Job Alerts', and 'Sign Out'. The title 'Submit Application' is prominently displayed. Below the title, a message states: 'Please submit any of the following documents you would like to include with your application:'. There are two upload sections: 'Resume:' and 'Resume in Word format:', each with a text input field and a 'Browse...' button. At the bottom of the form area, there are two buttons: 'Add Selected Documents' and 'Continue Without Adding Documents'. A 'Help' link is located at the bottom left of the form area.

If your application is successfully submitted you will receive the following notification:

The screenshot shows the 'Application Results' page on the Abington Health website. The layout is identical to the previous page, including the logo, navigation bars, and breadcrumb trail. The main content area has a green header with the same navigation links. The title 'Application Results' is prominently displayed. Below the title, a message states: 'Thank you for your application for employment! Your application will be given full review and consideration for this position. At any time you can click on the My Home Page link above to view the status of all your applications, including this one. If we have your email address, you will also receive an email confirmation for this application. Again, thank you for applying! Sincerely, Human Resources Department'. A 'Return to Search' button is centered at the bottom of the form area. A 'Help' link is located at the bottom left of the form area.



## RESUME UPLOADS AND ATTACHMENT OPTIONS

**Cut and Paste a Resume to a Profile:** Resumes are not required but are helpful to us to expand on your prior work history. You can cut and paste a resume in this section. Please make sure there are no symbols such as bullets in your resume used for this purpose. The use of left justification is helpful to paste it into the application appropriately.

The screenshot shows the 'Update My Profile' web application. At the top, there is a navigation bar with 'My Profile' highlighted. A red box around 'My Profile' is labeled '#1 - Click here...'. Below the navigation bar is a horizontal menu with various sections: Contact Information, Education, Licenses/Certificates, Languages, Work History, Military Service, Relatives, References, Related Questions, and Resume. The 'Resume' section is highlighted with a red box labeled '#2 - Then click here.'. Below the menu, there is a legend for the status of each section: yellow for 'Contains none of your information', green for 'Has some or all of your information', and red for 'Required items have not been completed.'. The 'Resume' section is currently highlighted in green. Below the legend, there is a 'Resume' section with a text area for pasting the resume. A red box with an arrow pointing to the text area is labeled 'Enter resume here.'. At the bottom of the form, there are buttons for 'Save Changes' and 'Save & View Next', and a dropdown menu for 'Section:' set to 'Resume' with 'Previous' and 'Next' buttons.

**Attaching a Resume to a Position:** Some positions are formatted to ask you to attach a resume to your application. This question will be asked after the application is submitted. It is not required to attach a resume but is strongly encouraged if you did not already update your profile to include a resume.

## NEXT STEPS

Once submitted the application is logged to a particular requisition an HR Business Partner will review the information. The more information you are able to give on the better the HRBP will be able to evaluate your qualifications and determine if you will

proceed to an interview. You will receive an e-mail from iGreentree' notifying you of receipt of application.

## MY HOMEPAGE

You may also check the status of your application by logging into your profile and clicking on 'My Home Page' tab.

Application Status [Click Here to Edit](#)

View App	Job Number	Title	Date Applied	Status Date	Status	Active	Required Documents Received
	2012-2178	Senior Systems Analyst I/Report Writer	03/11/2014	03/11/2014	Application Received	X	No Required Documents.
	2014-0789	Administrative Intern-Summer Co-op	01/07/2014	01/07/2014	Candidate Withdraw Application		No Required Documents.
	2010-3281	Social Worker	12/22/2010		App Hired on other req		N/A
	2010-80011	Hospitalist	12/16/2010	01/10/2011	App Hired on other req		No Required Documents.
	2007-0072	Administrative Associate	09/25/2007	09/25/2007	App Hired on other req		N/A
	2007-0019	Benefits Manager	09/18/2007	01/28/2011	Sorry you declined our offer		N/A

Contact Information [Click Here to Edit](#)

App Id: 9902758  
Last Name: O'Brien  
First Name: Test  
Middle Initial(s):  
Address 1: 1234  
Address 2:

## Most Common Status Definitions:

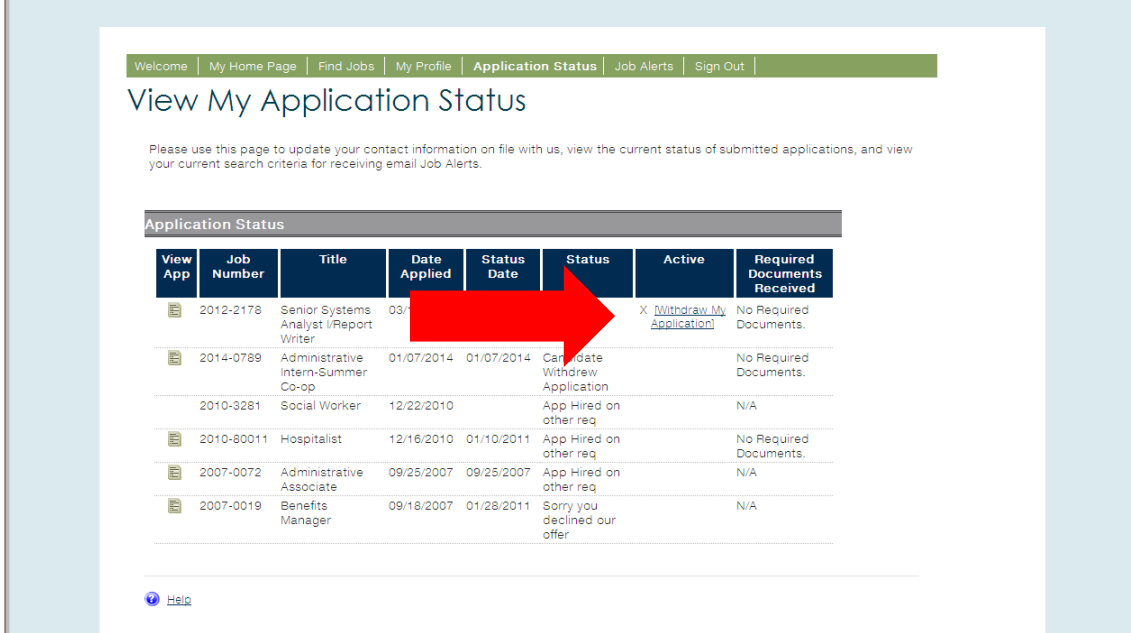
**Application Received** means it has been submitted successfully and logged to a requisition.

**Under Review** means that it is currently being evaluated by HR and/or management.

**Sorry, Not Selected** means that you were not selected for an interview or hire for this position (follow-up from an HRBP is typically communicated via e-mail and/or phone).

Please Note: This is only a sampling of status updates.

## Withdrawing an Application



Welcome | My Home Page | Find Jobs | My Profile | **Application Status** | Job Alerts | Sign Out

### View My Application Status

Please use this page to update your contact information on file with us, view the current status of submitted applications, and view your current search criteria for receiving email Job Alerts.

View App	Job Number	Title	Date Applied	Status Date	Status	Active	Required Documents Received
	2012-2178	Senior Systems Analyst I/Report Writer	03/14/2012			X <a href="#">Withdraw My Application</a>	No Required Documents.
	2014-0789	Administrative Intern-Summer Co-op	01/07/2014	01/07/2014	Candidate	Withdraw Application	No Required Documents.
	2010-3281	Social Worker	12/22/2010		App Hired on other req		N/A
	2010-80011	Hospitalist	12/16/2010	01/10/2011	App Hired on other req		No Required Documents.
	2007-0072	Administrative Associate	09/25/2007	09/25/2007	App Hired on other req		N/A
	2007-0019	Benefits Manager	09/18/2007	01/28/2011	Sorry you declined our offer		N/A

[Help](#)

Click to Edit to the right of the Application Status and Click on 'Withdraw My Application' under "Active" column.

### Helpful Hint:

- You will be asked if you are sure prior to updating your status.
- You will need to reapply for the position if you change your mind.

An HR Business Partner may contact you by e-mail or telephone to clarify certain aspects of your application. Interviews are conducted by phone or in person. Please check your e-mail and profile regularly for further communication regarding positions.

**Thank you for your interest in employment with  
Abington Health!**