
INTERNAL APPLICATION PROCESS

Login

From an NorthShore Network computer

- 1) Go to: <http://link>
- 2) Click on “Employee Services”
- 3) Enter Login ID & Password
- 4) Click on “Self Service”
- 5) Click on “Recruiting Activities”
- 6) Click on “Careers”

From any other computer

- 1) Go to <http://www.NorthShore.org>
- 2) Click on “Employees” (*located on the lower left under Quick Links*)
- 3) Enter Login ID & Password
- 4) Click on “Self Service”
- 5) Click on “Recruiting Activities”
- 6) Click on “Careers”

FREQUENTLY ASKED QUESTIONS

Q: When am I eligible to apply for a transfer?

A: To qualify for a transfer, you must be in your current position for at least 9 months. This does not apply to Resource “00” employees.

Q: How many jobs may I apply for at once?

A: You may apply for as many positions as you like, per session.

Q. Do I have to complete the entire application if I’m including my resume?

A: Yes, you must complete all fields, including the employment history with dates, even though you may have some duplicate information on your resume.

Q: Is a separate resume required?

A: Yes. We ask that all applications include a resume.

Q: If I apply for a transfer, will my manager find out?

A: No, they will not be notified until (and if) a reference check is conducted. The Human Resources Representative and/or Hiring Manager will give the employee the opportunity to notify their manager first, if desired, at that point.

Q: Would I receive priority over an external candidate?

A: As long as the employee meets the minimum qualifications & has a strong work history, managers will try to give internal candidates priority. In the end, the candidate who is the best fit for the position will be selected.

Q: If I accept an offer for transfer, how soon would I start?

A: Ideally, you would begin your new role within 30 days of the acceptance date. This may vary, depending on department's needs. The exact start date will ultimately be negotiated with the new manager. It is required that your transfer date falls at the beginning of a pay period.

Q: When will I hear about my application?

A: The Human Resources Representative should contact all applicants within 1-2 weeks of receiving your application. Please be advised that due to internal constraints and manager availability, it may take longer.