



# APPLYING FOR POSITIONS AT UPMC

## MY CAREER: UPMC

1. Go to <http://careers.upmc.com>
2. Search for your position of interest by; Keyword, Job ID, Location, or Job Family. Click "Go"
3. After you review the job description, click "Apply/Save"
4. Register as a new user or login with your user name and password
5. Complete the online application:
  - > Step 1: Upload your profile or résumé
  - > Step 2: Enter your personal information
  - > Step 3: Answer general employment and job specific questions
  - > Step 4: Enter work experience, education, and licenses/certifications
  - > Step 5: Complete the UPMC Values Assessment
  - > Step 6 and 7: Complete voluntary self-identification
  - > Step 8: Attach additional relevant documentation
  - > Step 9: Electronically sign the application
  - > Step 10: Review and submit application

### QUICK TIPS

Before applying, always read the job description to ensure you meet the minimum requirements.

Scan the job description for keywords and use them in your résumé.

Check your application and job status by clicking the "My Jobpage" tab in your applicant account.

Don't be discouraged if you don't hear from someone right away.