

The Applicant's Experience

Click-by-Click Guide



Candidate Experience

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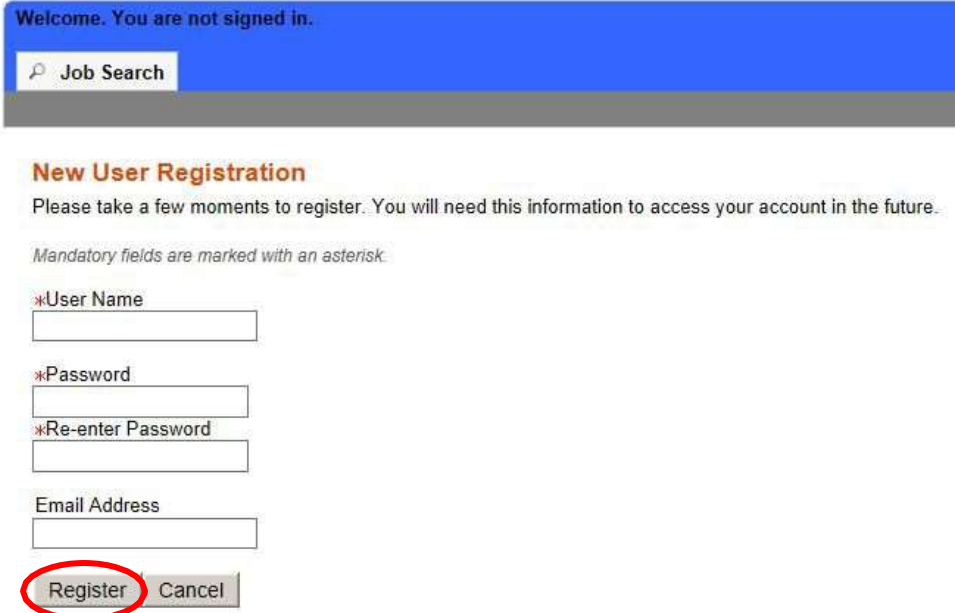
Creating an Email Account


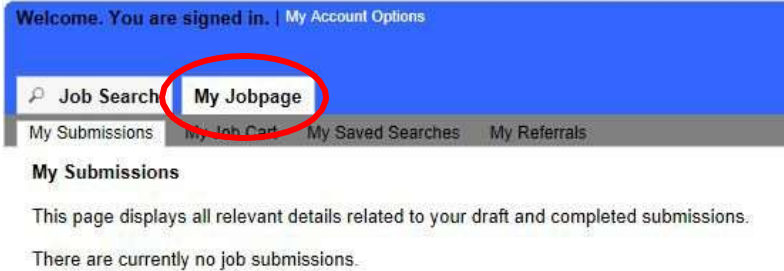
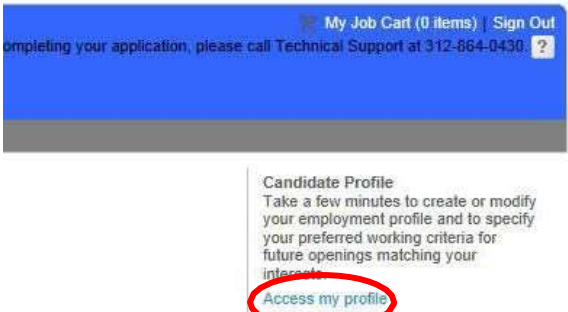
1	If you don't have an email account you will need an email address to apply for jobs at Cook County.	You can create a free email accounts with one of many commonly available sites such as (but not limited to) yahoo.com, gmail.com, hotmail.com, etc. Instructions for establishing new accounts are available at those sites.   
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Accessing Your Profile

Creating Your Profile

1	Access Taleo URL from the Internet	Open an Internet browser window and type the following URL into the address bar:
a.	External Candidate Link	External Link: https://cookcountyil.taleo.net/careersection/200/jobsearch.ftl?lang=en
b.	Internal Candidate Link (Cook County Employees ONLY)	Internal Link: http://cookcountyil.taleo.net/careersection/250/jobsearch.ftl?lang=en
		Hit the "Enter" key on your keyboard.
		<i>Note: This URL does NOT have "www" in it.</i>
2	Click Sign In	On the Job Search page click Sign In . 

3	Click New User	<p>If you are a returning user, go to page 9.</p> <p>For a new user, click the New User button to create a user name and password.</p>  <p>Note: User Names and Passwords are Case Sensitive</p>
4	<p>Enter a User Name, Password, and then Re- enter your Password</p> <p>Your user name must not contain a space.</p>	<p>Enter a User Name and Password that you will remember when you return to the site in the future. Re-enter your Password as verification that you typed it correctly.</p> <p>Reminder: To apply on line, you must have an email address. If you do not have an email, you can create a free email address at either Yahoo or Hotmail. Go to Page 3 for direction. If you do not have access to a computer at home, you can set up an email at your local library.</p>
5	Click Register . Complete the fields and click Register.	

6	<p>You will be asked to enter a security question. This question will allow you to reset your password if you forget it.</p> <p>Enter a question and answer.</p> <p>Click OK.</p>	
7	<p>Click on My Jobpage</p>	<p>Click on My Jobpage.</p> 
8	<p>Click on Access my profile</p>	<p>Click on Access my profile toward the right hand corner of the screen.</p> 

9	Begin with Contact Information . Complete it and click Save and Continue to advance.	<p>The profile contains a contact information page and a notifications preferences section. Before submitting, you will have a chance to review a summary of your information.</p> <p>Contact Information</p> <p>Personal Information</p> <p>Please enter all relevant personal information in the fields below.</p> <div><div>*First Name</div><input type="text"/></div> <div><div>*Last Name</div><input type="text"/></div> <div><div>*Middle Name</div><input type="text"/></div> <p>Address Information</p> <div><div>*Street Address (line 1)</div><input type="text"/></div> <div><div>*City</div><input type="text"/></div> <div><div>*Place of Residence</div><input type="text"/></div> <div><div>Address (line 2)</div><input type="text"/></div> <div><div>*Zip/Postal Code</div><input type="text"/></div>
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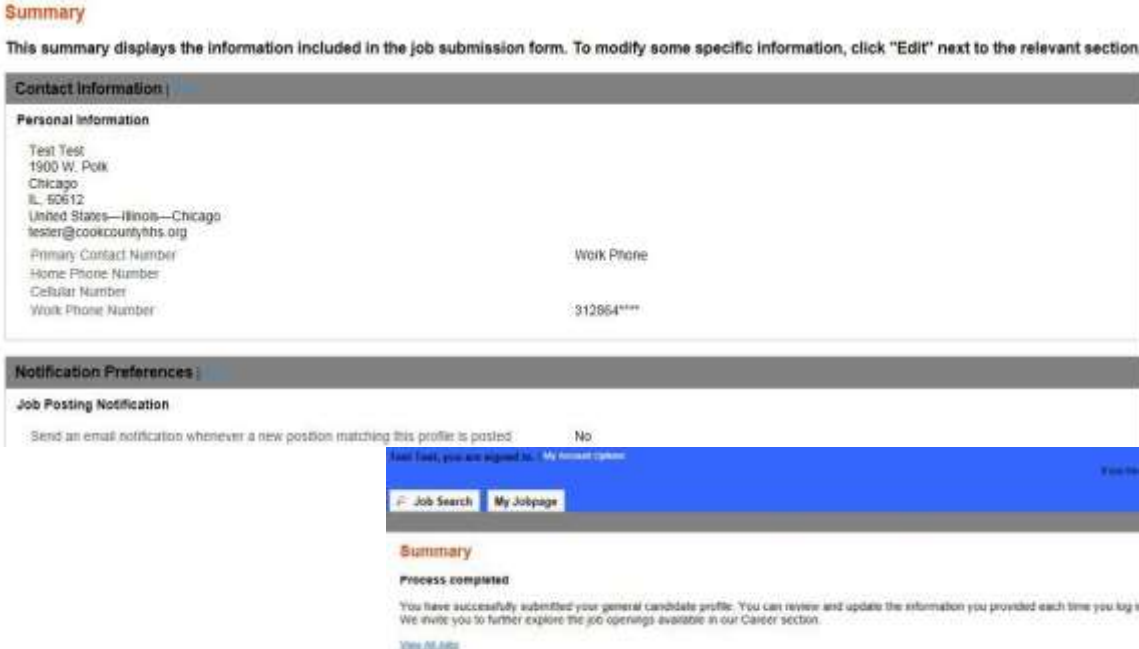
Save and Continue

Save as Draft


Quit


11	Complete the profile fields to describe the type of work you are seeking and the qualifications you have.	<div> <div> Job Level Not Specified Manager with Direct Report Individual Contributor Team Leader Manager Director Executive </div> <div> Education Level Not Specified None High School Diploma/GED (±11 years) Technical Diploma (±12 years) Associate's Degree/College Diploma (±13 years) Non-Degree Program (±14 years) Bachelor's Degree (±16 years) </div> <div> Job Type Not Specified Internship Summer Job Graduate Job Temporary Work Experienced </div> <div> Schedule Not Specified Part-time Full-time </div> <div> Shift Not Specified Day Job Evening Job Night Job Weekend Rotating </div> <div> Employee Status Not Specified Regular Contractual Temporary Limited Term </div> </div>
12	Continue to the Job Field section. Select a category and function if desired. Click Add to List to include it in your selections.	<div> Job Field Category Facilities Management/Support Services </div> <div> Add to List Reset </div> <div> Job Field Preferences Facilities Management/Support Services Levels: Facilities Management/Support Services Remove </div> <p>The more specific you are, the more restricted your search will be. If you only want to be notified about Chef positions, include Chef in the function drop down. If you want to be notified about ALL Food Service positions, then do not add more information in the Function.</p> <p>Repeat this step as many times as necessary to identify all of the job categories in which you are interested.</p>

13	<p>Complete the Location preference section.</p> <p>Select the cities in which you are interested in working. Click Add to List to save the location preference.</p>	<p>Notification Preferences</p> <p>Employment Preferences</p> <p>Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.</p> <p>You must select at least one value in the section "Location".</p> <p>Location</p> <p>Location/Region <input type="text" value="Select one..."/></p> <p>City <input type="text" value="Select one..."/></p> <p><input type="button" value="Add to List"/> <input type="button" value="Reset"/></p> <p>Location Preferences</p> <p>Repeat this step as many times as necessary to add all of your location preferences. Click Save and Continue to advance to the next screen.</p>
14	<p>Complete the Organization preferences section to identify any specific organizations where you would like to work within the County.</p>	<p>Notification Preferences</p> <p>Employment Preferences</p> <p>Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.</p> <p>Organization</p> <p>Elected Official <input type="text" value="Health and Hospital Systems"/></p> <p><input type="button" value="Add to List"/> <input type="button" value="Reset"/></p> <p>Organization Preferences</p> <p>Health and Hospital Systems</p> <p>Levels: Health and Hospital Systems</p> <p>Remove</p> <p>If you wish to be notified about any job meeting your criteria at Health and Hospital System, only select Health and Hospital System in the Elected Official section.</p>

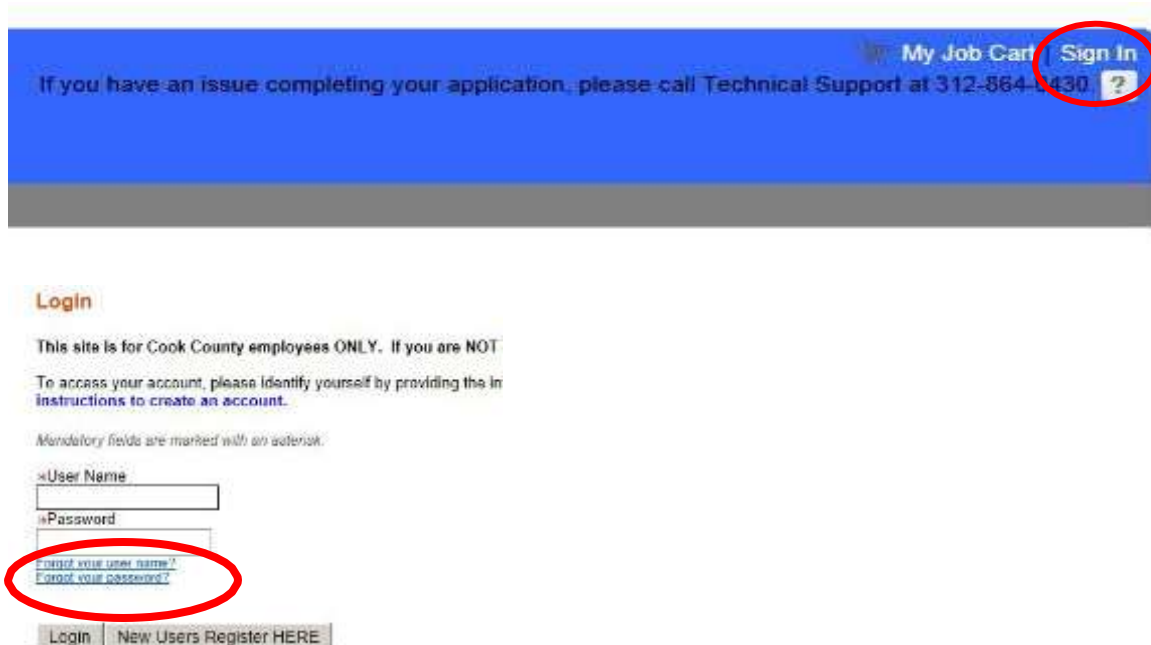
15	<p>Review the Summary page. If there is any information you would like to change on this page, click the Edit link next to that section.</p> <p>When you are finished, click the SUBMIT button to finish your profile.</p>	 <p>Summary</p> <p>This summary displays the information included in the job submission form. To modify some specific information, click "Edit" next to the relevant section.</p> <p>Contact Information</p> <p>Personal Information</p> <p>Test Test 1900 W. Polk Chicago IL, 60612 United States—Illinois—Chicago testtest@cookcountythis.org</p> <p>Primary Contact Number Work Phone Home Phone Number Cellular Number Work Phone Number 312864****</p> <p>Notification Preferences</p> <p>Job Posting Notification</p> <p>Send an email notification whenever a new position matching this profile is posted: No</p> <p>Test Test, you are signed in. My account options You Test</p> <p>Job Search My Jobpage</p> <p>Summary</p> <p>Process completed</p> <p>You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in. We invite you to further explore the job openings available in our Career section.</p> <p>View Job Alerts</p>
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Returning to Your Profile

1	<p>Enter User Name and Password and Click Login</p>	<p>Enter your User Name and Password that you created in your last session. Then click Login. This will log you in to your account.</p>  <p>Welcome. You are not signed in. If you have an issue completing your application, please call Technical Support at 312-864-6438</p> <p>Job Search</p> <p>Login</p> <p>This site is for Cook County employees ONLY. If you are NOT a Cook County employee, please click here.</p> <p>To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you do not have an existing profile, please click "New Users Register HERE" and follow the instructions to create an account.</p> <p>Mandatory fields are marked with an asterisk</p> <p>*User Name *Password</p> <p>Forgot your user name? Forgot your password?</p> <p>Login New Users Register HERE</p>
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2	You are now Signed in.	<p>Begin Applying for Jobs. To begin your job search please go to page 13.</p> 
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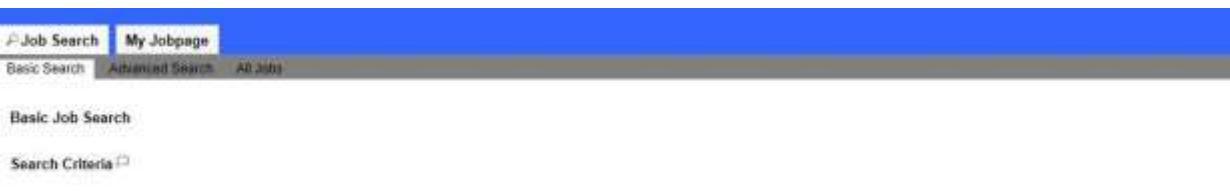
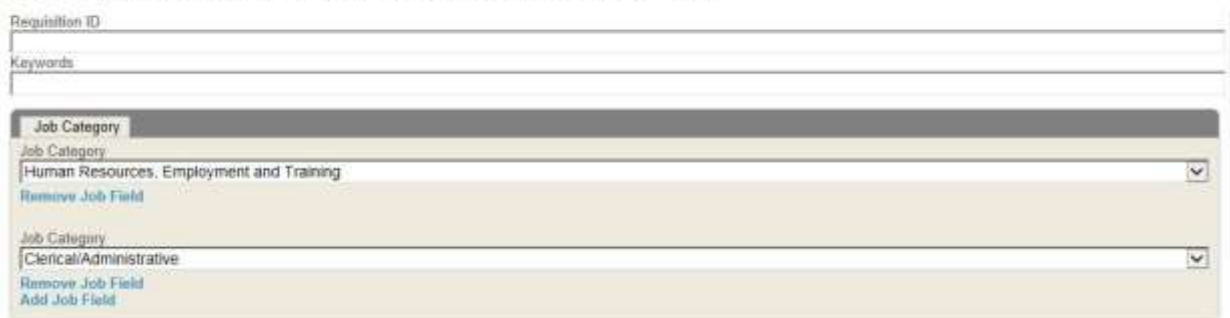
Forgot User Name or Password

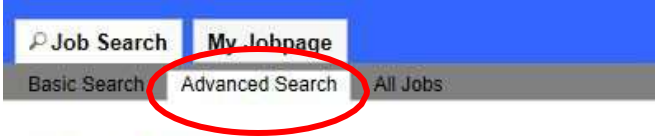
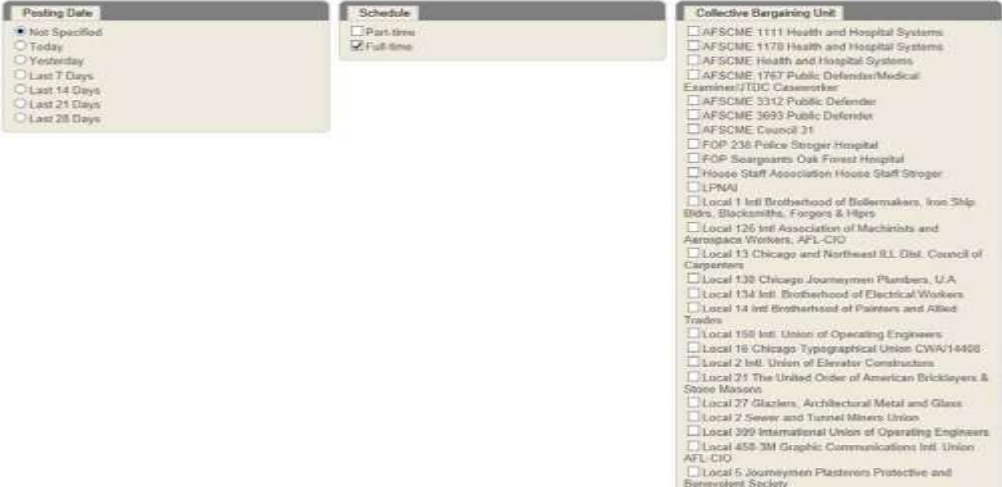
1	<p>If you have already created an account and can't remember the password, you can use the Forgot Password or Forgot Username functionality</p>	<p>Click Sign In to begin password recovery. The Sign In button is located in the upper right corner of the main screen.</p> 
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2	<p>Click the Forgot User Name option.</p> <p>Enter your Email Address and click Validate.</p>	<p>Forgotten User Name</p> <p>Please enter your email address below. If you have never provided your email address, leave the field empty and click "Validate".</p> <p>Email Address</p> <p><input type="text"/></p> <p><input type="button" value="Validate"/> <input type="button" value="Cancel"/></p>
3	<p>Click the Forgot Password option.</p> <p>Enter your User Name and click ok.</p>	<p>Forgot Your Password?</p> <p>Please enter your user name below, click OK, then follow the on-screen instructions.</p> <p><i>Mandatory fields are marked with an asterisk.</i></p> <p>*User Name</p> <p><input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
4	<p>You will receive a Forgot Password screen with the security question you originally created. Supply the answer and click Confirm.</p>	<p>Forgot Your Password?</p> <p>Please answer the security question below.</p> <p><i>Mandatory fields are marked with an asterisk.</i></p> <p>*What is my favorite color?</p> <p><input type="text" value="purple"/></p> <p><input type="button" value="Confirm"/> <input type="button" value="Cancel"/></p>



5	<p>If you provide the correct answer for the question, you will see a Change Password screen. Enter a new password and confirm it in the second password field.</p> <p>Click OK to continue.</p>	<div><h3>Change Password</h3><p>This page allows you to change your password.</p><p><i>Mandatory fields are marked with an asterisk.</i></p><p>User Name</p><p><input type="text"/></p><p>*New Password</p><p><input type="password"/></p><p>*Confirm New Password</p><p><input type="password"/></p><p><input type="button" value="OK"/> <input type="button" value="Sign Out"/></p><p>*If you click sign out you will have to change your password next time you sign in.</p></div>
6	<p>If you have successfully changed your password, you will automatically be logged into career section.</p>	<div><p>Welcome. You are signed in. My Account Options</p><p><input type="button" value="Job Search"/> <input type="button" value="My Jobpage"/></p></div>

Using Job Search (Basic/ Advanced)

1	Click the Job Search tab	Click the Job Search tab.
2	Click Basic Search	 <p>The screenshot shows the 'Job Search' tab selected in the top navigation bar. Below it, the 'Basic Search' section is active. It includes a 'Search Criteria' link, a paragraph of instructions, a note about application deadlines, and input fields for 'Requisition ID', 'Keywords', and 'Job Category'. The 'Job Category' dropdown is currently set to 'All'.</p>
3	Review Basic Search Criteria	<p>Review the Basic Search criteria page. There are several ways to search, including by:</p> <ul style="list-style-type: none"> • Job Number (Job Posting Number if you know this) • Job Field (Area of Expertise/Experience) • Location (Where the job is located in the County) • Organization (County Department)
4	Enter search criteria	 <p>The screenshot shows the 'Job Search' tab selected. The 'Basic Search' section is active. The 'Requisition ID' field is empty. The 'Keywords' field contains the text 'Human Resources, Employment and Training'. The 'Job Category' dropdown is set to 'Human Resources, Employment and Training'.</p>
5	Click Search for Jobs	 <p>The screenshot shows the 'Job Search' tab selected. The 'Basic Search' section is active. The 'Requisition ID' field is empty. The 'Keywords' field contains the text 'Human Resources, Employment and Training'. The 'Job Category' dropdown is set to 'Human Resources, Employment and Training'. The 'Search for Jobs' button is highlighted in blue.</p>

6	Click Advanced Search	<p>Click the Advanced Search Tab to perform a more detailed search.</p>  <p>Advanced Job Search</p> <p>Search Criteria <input type="text"/></p> <p>Specify your job search criteria, then click "Search for Jobs".</p>
7	Review the Advanced Search criteria	<p>Review the Advanced Search criteria page. There are several ways to search, including by:</p> <ul style="list-style-type: none"> • Job Field (Area of Expertise/Experience) • Location (Where the job is located in Cook County) • Organization (City Department) • Keyword • Schedule • Shift • Job Level • Job Type • Education Level
8	Enter Search Criteria	
9	Click Search for Jobs	 <p>Enter the search criteria for the types of postings you are interested in. Click Search for Jobs.</p>

Applying for a Job

<p>1</p> <p>a.</p> <p>b.</p>	<p>Access Taleo URL from the Internet</p> <p>External Candidate Link</p> <p>Internal Candidate Link (Cook County Employees ONLY)</p>	<p>Open an Internet browser window and type the following URL into the address bar:</p> <p>External Link: https://cookcountyil.taleo.net/careersection/100/jobsearch.ftl?lang=en</p> <p>Internal Link: https://cookcountyil.taleo.net/careersection/150/jobsearch.ftl?lang=en</p> <p>Hit the "Enter" key on your keyboard.</p> <p><i>Note: This URL does NOT have "www" in it.</i></p>
<p>2</p>	<p>Click Sign In</p>	<p>On the Job Search page click Sign In.</p> 
<p>3</p>	<p>Enter your User Name and Password</p>	<p>If you are a returning user, enter your user name and password. Then click login. If you are a new user please go to Creating your Profile section to setup your login information.</p>
<p>4</p>	<p>Click the Job Search tab.</p>	

5	Scroll down and browse through the list of jobs and click Apply on the job you wish to apply for	<p>Scroll down the page and browse through the list of jobs that are posted. Click Apply on the job for which you wish to apply.</p> <p>Search Results (1 job found)</p> <p>Results per page 10</p> <p>Sort by Posting Date (Descending Order)</p> <p>Staff Pharmacist Requisition ID: 1245677 Work Locations: Chicago-1644 W. Walnut Collective Bargaining Unit: Local 150 Intl. Union of Operating Engineers Job Posting: Jul 22, 2010 Shift: Day Job Apply Add to My Job Cart</p>
6	Review Privacy Agreement and click the radio button for I Accept .	<p>Review the Privacy Agreement and click the I Accept radio button and then click Continue.</p> <p>Privacy Agreement</p> <p>Please note that any application submitted after midnight on the job closing date will not be accepted.</p> <p>By applying you authorize all of your previous employers and current employer (if applicable) and schools named in this application to furnish any details relevant to the verification of the information you have submitted. You release all such persons/entities from any liability regarding the provision or use of such information.</p> <p>Work Experience: Please provide specific detail for all work experience detailing your role, duties/responsibilities and dates in each position listed as it relates to this position. (Failure to provide specific work experience may eliminate you from the selection process).</p> <p>Certifications, Degrees, Professional Licenses etc: When applicable, please attach copies of any credentials, Degree(s), Professional License(s), and Certification(s) as it relates to this posting.</p> <p>Education: Please identify the institution's name, Discipline (type of degree) with graduation date, type of Certification(s) with Expiration Date(s) and License(s) with Identification Number and Expiration Date(s), if applicable.</p> <p>You may upload their credentials and provide the originals at time of interview.</p> <p>You understand that false statements in this application will be cause for its rejection, or for barring you from any selection process or for striking your name from the eligible list, or for discharge after appointment.</p> <p>You consent to any medical examination required by Cook County at any time to determine your ability to perform the duties of your job and you understand that your employment may be conditioned upon satisfactorily passing a physical examination and a criminal background check. You understand that you may be required to satisfactorily complete a drug screening as a condition of employment. You do solemnly swear (or affirm) that all answers given and statements made on this application are true and complete to the best of your knowledge and beliefs. You understand that this application is not and is not intended to be a contract of employment. You further agree upon employment to furnish all documents qualifying your employability as Cook County may designate.</p> <p>NOTE: It is your responsibility to notify the Bureau of Human Resources in writing of any change of name, address or telephone number. This application and all materials submitted with the application shall remain the property of the Cook County Bureau of Human Resources.</p> <p><input checked="" type="radio"/> I Accept <input type="radio"/> I Decline</p>

7

The Candidate Personal Information page will open. Complete the required fields.

Complete the Job Posting Notification if you wish to receive emails when positions like the one to which you are applying are posted in the future.

Complete the source type information to describe how you learned about the position.

Click Save and Continue to advance to the next page.

Verify the personal information that may have parsed from your uploaded resume. Required fields are indicated by a red asterisk.

Contact Information

- First Name
- Last Name
- Street Address
- City
- State
- Zip/Postal Code
- Primary Contact Number
- Email Address
- Current employment with any Cook County entity

Candidate Personal Information**Personal Information**

Please enter all relevant personal information in the fields below.

Prefix

Mr.

*First Name

Nik

Middle Name

Please list any other legal name(s) by which you have been known.
Please exclude nicknames.

Nik Smith

Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

☒ Send an email notification whenever a new position matching this profile is posted.

Source Tracking

Please indicate how you heard about this job.

*Source Type

Job Board

*Job Board
Internet Job Board


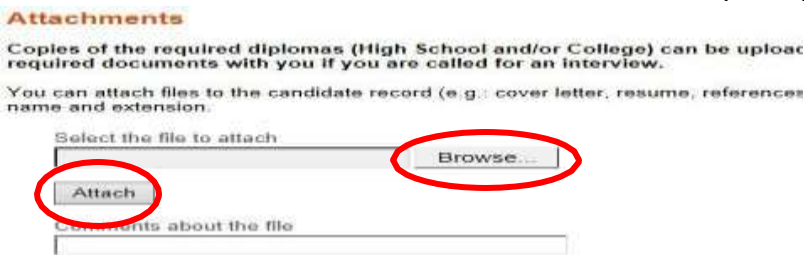
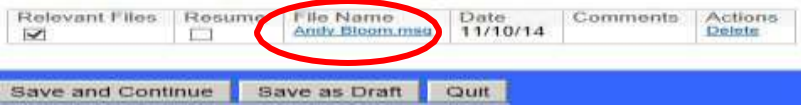
Save and Continue

Save as Draft

Quit



8	Additional Information	<div><div>Additional Information</div><div>Please review the questions listed below and make changes as necessary.</div><div><div>*Are you a current Cook County Employee?</div><div>Not Specified</div></div><div>Are you a current Cook County Employee? If yes Please provide Title / Department info below. If no, please enter NA for not applicable</div></div>
9	<div>Complete the Evaluation and Qualification pages which contain questions about your work experience and training.</div> <div>Click Save and Continue to advance to the next page.</div> <div>Note that all questions are required.</div>	<div><div><div><div>Additional Information</div><div>Qualifications</div><div>Work Experience</div></div><div><div>Save and Continue</div><div>Save as Draft</div><div>Quit</div></div></div><div><div>Qualifications</div><div>Hold down the Ctrl key (Command key for Mac) to make multiple selections or to clear items.</div><div>Questionnaire</div><div>Please answer the following questions as accurately as possible.</div><div><div>*1.Are you a current Cook County employee?</div><div><div>YES</div><div>NO</div></div></div></div></div>

<p>10 Enter Previous Work Experience.</p> <p>One work experience entry is required.</p> <p>If you have no formal work experience, please provide a volunteer or internship example.</p> <p>Click Save and Continue to advance to the next page.</p>	
<p>11 Enter Education Information</p>	<p>Enter Education Information.</p>
<p>12 Click Save and Continue</p>	<p>Enter Education Information.</p>

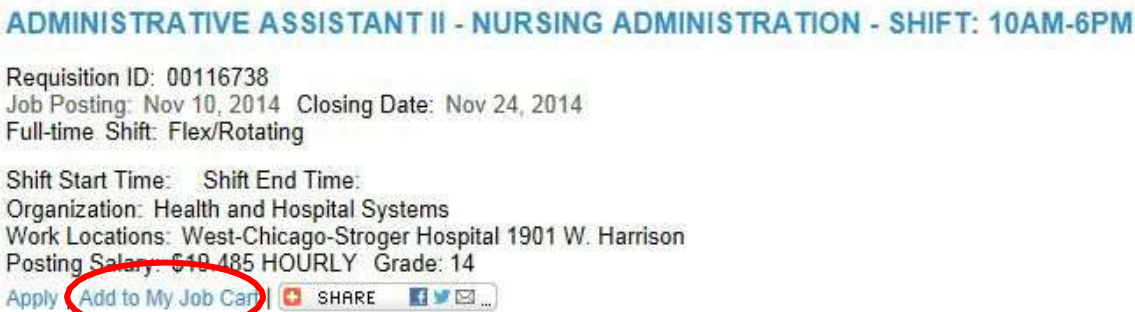
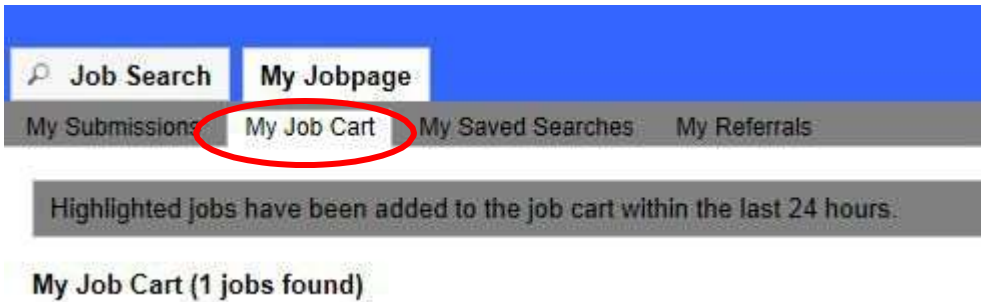

13	Enter Certifications that are required or relevant to this position.	<p>Enter information on any certifications that you hold which may be relevant to your job application on the Certifications Page.</p> 
14	Click Browse to select a file for	<p>Click the Browse button to select a file for attachment to your application.</p> 
15	Click Attach .	
16	Click Save and Continue .	<p>This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.</p>  <p>Once the document is attached, you have the ability to designate which attachments are relevant to that particular job application.</p>
17	Fill out the Diversity and Self Identification	<p>Diversity / Self Identification</p> <p>Diversity</p> <p>Please provide the information requested in the fields below regarding diversity.</p> <p>Equal Opportunity, Affirmative Action Voluntary Self Identification Form</p> <p>Cook County is an Equal Opportunity and Affirmative Action Employer.</p> <p>Applicants and New Hires are invited to voluntarily report their race, gender and veteran status. In voluntary (2) responses will remain confidential within the Bureau of Human Resources, and (3) responses will only be</p> <p>Cook County Values Diversity</p> <p>Refusal to provide this information will not have bearing on your application or employment status and will no</p> <p>Race</p> <p>White - A person having origins in any of the peoples of Europe, North American and the Middle East.</p> <p>Black - A person having origins in any of the peoples of Africa.</p> <p>Hispanic or Latino - All persons of Cuban, Mexican, Puerto Rican, South or Central American, or any other Spanish culture or origin, regardless of race.</p> <p>*1 Ethnicity</p> <p>I do not wish to provide this information</p> <p>*2 Race</p>

18	Enter your Email Address, Full Name and Unique Identifier	<p>Read the Electronic Signature Statement in full. Enter your Email Address, Full Name and Unique Identifier.</p> <p>eSignature</p> <p>Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.</p> <p>omission, or falsification of information contained in this application (or accompanying resume) will be cause for the denial of my application and constitute grounds for immediate dismissal from any subsequent employment at Cook County Health and Hospitals System.</p> <p>I understand that this application does not constitute an employment contract or an offer of employment. In consideration of my employment, I agree to conform to the rules and regulations of County Health and Hospitals System. I understand that if hired, my employment is at will and can be terminated at any time, with or without reason and with or without notice at the option of either County Health and Hospitals System or myself.</p> <p>In further consideration of my employment, I understand and agree that my employment is contingent upon successful completion of a pre-employment physical including a drug screening, criminal background and reference checks.</p> <p>I hereby authorize persons, schools, and my current employer (if applicable) and/or previous employers named in this application (and accompanying resume, if any) to provide County Health and Hospitals System with any relevant information used in making an employment decision, and I release all individuals, partnerships, associations or corporations from my liability regarding the use of such information.</p> <p>I certify that I have read and understand the foregoing paragraphs. By checking this box and the above five (5) statements, I understand that I am applying my electronic signature to this employment application stating that I have read and understand the above statements.</p> <p>Do Not E-Sign Until You Have Read The Above Statement.</p> <p>By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.</p> <p>Cook County Signature Statement</p> <p>*Email Address <input type="text"/></p> <p>*Please enter your full name: <input type="text"/></p> <p>*Please enter your unique identifier, i.e. the first four digits of your social security number followed by your zip code: <input type="text"/></p>
19	Click Save and Continue	
20	Review the Summary Page.	Review the Summary Page for all edits that you've made to the job application.
21	Click Submit	Click Submit to save all changes and apply for the job. Please note that you must click submit to send the job and to be considered for the position. Incomplete applications will not be considered. Also note that submissions must be completed and received before midnight on the date that the position closes. Submissions are automatically time stamped and those filed after midnight on the date the position closes will not be considered
22	View confirmation page. When your submission is confirmed, the system will display a process confirmed message.	<p>Summary</p> <p>Process completed</p> <p>Thank you for expressing interest in a position with Cook County Health and Hospitals System. We have been fortunate to receive many job applications for this open position. Your application will be reviewed by a member of CCHHS Talent Management Team. Should your skills and experience match the criteria for the position, a member of our Talent Management Team will be in contact with you to discuss your interest in further detail. In the event that you are not considered for this position, we do encourage you to continue to view current openings at Cook County Health and Hospitals System via CCHHS's website at www.cookcountyhealth.net. If you would like to review your candidate file, or update your profile information, please click here. You will need your user name and password to access your file. Best wishes in your career search. CCHHS Talent Management Team</p> <p>We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.</p> <p>View My Submissions View All Jobs</p>

Viewing Jobs for Which You've Applied

1	Click My Jobpage and under My submissions	<p>This page will display all of the Cook County jobs for which you have applied.</p> <p>There are three categories of submissions: Draft, Completed, and Withdrawn. The status of the submission is determined by where you are in the process for that particular job.</p>  <p>My Submissions - Page 1 of 1 Previous 1 Next</p>
2	Click the link below the job title to perform an action on the application	<p>Click the link below the job title to perform an action on the application.</p>  <p>For example, for the Staff Pharmacist application listed below you can click on View/Edit Submission to edit your application for that job. You may only do this until the job posting closes. Once the posting has closed, you may no longer update your submission.</p> <p>For draft applications, you can click on either Finish Draft Submission or Withdraw to perform these actions on this application.</p> <p>For withdrawn positions, you can click on Re-apply to perform this action on this particular application.</p>

Using the Job Cart (Adding/ Removing Jobs)

<p>1</p>	<p>To add a Job to the cart, click Job Search and review the available jobs. Click Add to my Job Cart to save them.</p>	<p>Click My Job Cart on My Jobpage. This page will display all of the Cook County jobs that are in your cart. Your cart is like a supermarket cart, it contains job that you are interested in, but haven't yet applied for.</p>  <p>ADMINISTRATIVE ASSISTANT II - NURSING ADMINISTRATION - SHIFT: 10AM-6PM</p> <p>Requisition ID: 00116738 Job Posting: Nov 10, 2014 Closing Date: Nov 24, 2014 Full-time Shift: Flex/Rotating</p> <p>Shift Start Time: Shift End Time: Organization: Health and Hospital Systems Work Locations: West-Chicago-Stroger Hospital 1901 W. Harrison Posting Salary: \$19.485 HOURLY Grade: 14</p> <p>Apply Add to My Job Cart SHARE</p>
<p>2</p>	<p>Click My Job Cart on My Jobpage</p>	<p>To add a Job to the cart, click Job Search.</p>  <p>Job Search My Jobpage My Submissions My Job Cart My Saved Searches My Referrals</p> <p>Highlighted jobs have been added to the job cart within the last 24 hours.</p> <p>My Job Cart (1 jobs found)</p>
<p>3</p>	<p>To remove a job from the job cart, click Remove from Job Cart.</p>	<p>Click Remove from Job Cart to remove an unwanted job posting from your cart.</p>  <p>Chicago-Stroger Hospital 1901 W. Harrison Nov 10, 2014 Requisition ID: 00116738</p> <p>Remove from Job Cart</p>

4	Verify Removal	<p>Click Yes to verify that you want to remove the Job from your Cart.</p> <div><p>You are about to remove the job "ADMINISTRATIVE ASSISTANT II - NURSING ADMINISTRATION - SHIFT: 10AM-6PM" from the job cart.</p><p>Are you sure that you want to remove it?</p><p><input type="button" value="Yes"/> <input type="button" value="No"/></p></div>
Completed		