

**Baylor  
College of  
Medicine**

CAREERS

**Baylor College of Medicine is  
an Equal Opportunity,  
Affirmative Action, and Equal  
Access employer**

**HOW TO APPLY**

2019-External

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# Helpful Hints

- Recommended browsers are current versions of Firefox, Chrome and Safari.
- Due to security reasons you will be timed out after a 30 minute window. If you exceed the 30-minute window, your information will not be saved and we will not be able to retrieve it.
- You may complete a Candidate Profile without having to submit an application for a specific position. However, applications are only accepted for current openings.
- To be considered, you must apply to each position of interest. You may apply to as many positions as you wish.
- Please complete the application in full. Incomplete applications will not be considered.
- By utilizing the keyword search you may discover positions that you would have not initially considered. Use keyword field to search for specific location, research type, etc. Simply type in the keyword(s) for which you are interested and select **Search Jobs**.

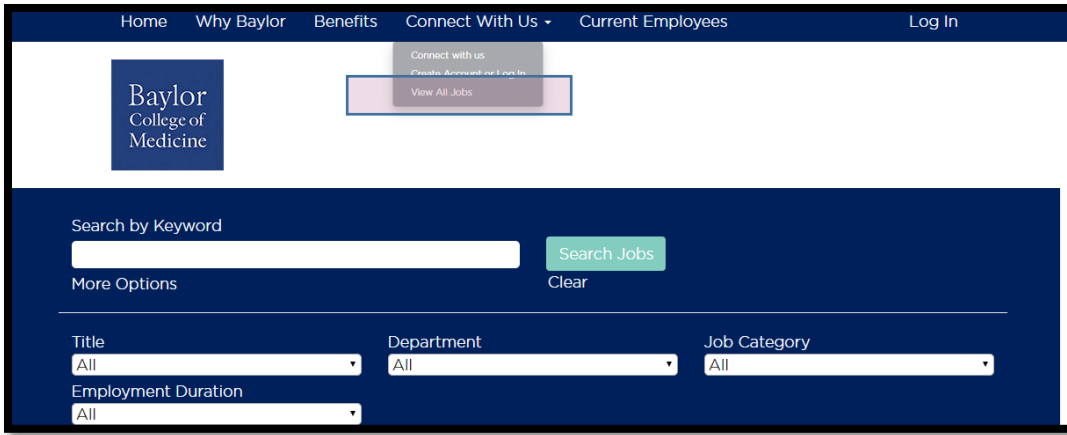
# Searching for a position

- I. To access the Baylor College of Medicine careers' site and begin your search for new positions [Click Here!](#)  
OR  
You may copy and paste the following link into your browser: [www.bcm.edu/careers](http://www.bcm.edu/careers)
- II.
  - a. Once you have reached the screen below you may search by **Keyword** or select **More Options** to view all search criteria.  
OR
  - b. Select the drop down next to **Connect with us** at the top of the homepage. Select view all jobs to view all job categories. You can also scroll to the bottom of the page to view and select from the list of job categories.

Our job categories include the following:

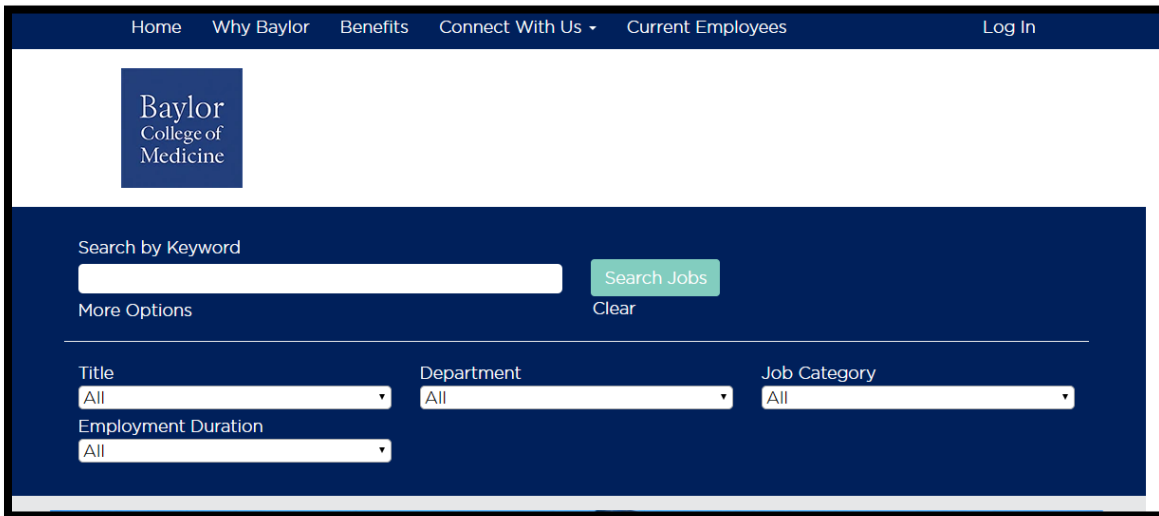
- Healthcare
- Research
- Education
- Professional/Management
- Administrative
- Temporary Medical Assistant/Administrative
- Faculty
- Postdoctoral Research

The screenshot shows the top navigation bar with links: Home, Why Baylor, Benefits, Connect With Us (dropdown), Current Employees, and Log In. The Baylor College of Medicine logo is on the left. The main search area has a 'Search by Keyword' section with a text input field, a green 'Search Jobs' button, and a 'Clear' link. Below this is a 'More Options' section with three dropdown menus: 'Title' (set to 'All'), 'Department' (set to 'All'), and 'Job Category' (set to 'All'). There is also an 'Employment Duration' dropdown menu set to 'All'.



III.

You may search by different criteria such as **Keyword, Title, Department, Job Category and/or Employment Duration (Full-time or Part-time)**. You may narrow your search with any combination of fields.



IV.

To view a job posting, please select the hyperlink of the title as indicated below. The search bar will remain visible should you decide to change your search criteria after viewing the posting.

Search results for "Research".

Search by Keyword

Search Jobs

More Options

Clear

Title

Department

Job Category

Employment Duration

Showing 1 Job

**Research Technician III**

Department	Employment Duration	Schedule	Posting Category	Work Location
VIROL & MICRO: ESTES (90002321)	Full-time	M-F 8-5	Research	BCM-MD ANDERSON HALL (BCMA)

- If you are a returning applicant please move forward to page 10
- If you are a new applicant please move forward to page 6

# How to apply (New Applicants)

I.

From the job posting, select **Apply now**.

- Please only apply to each position one time. Only the initial application will be considered.

The screenshot shows a job application interface. At the top, there is a search bar with the text "Search by Keyword" and a "Search Jobs" button. Below the search bar, there is a "More Options" link and a "Clear" button. In the middle, there is a section for alerts: "Send me alerts every 7 days" with a "Create Alert" button. The main content area displays a job listing for "Research Technician III". The listing includes the following details: Department: VIROL & MICRO: ESTES (90002321), Schedule: M-F 8-5, Work Location: BCM-MD ANDERSON HALL (BCMA), Salary Range: \$30,354-\$34,000, and Requisition ID: 616. Below the details, there is a "Job Purpose" section, a "Job Responsibilities" section, and a "Job Qualifications" section. The "Job Qualifications" section lists "Required: Bachelor's degree in a basic science" and "Required: No Experience". At the bottom of the job listing, there is a "Find similar jobs:" link with the text "Research". Two "Apply now »" buttons are visible: one at the top right of the job listing and one at the bottom right of the job listing.

II.

As a new user, please select **create an account** to complete a profile and submit an application.

### Career Opportunities: Sign In

#### Have an account?

Please enter your login information below. Both your username and password are case sensitive.

\*Email Address:

\*Password:

Sign In

[Forgot your password?](#)

#### Not a registered user yet?

[Create an account](#) to apply for our career opportunities.

III.

Please complete all fields identified with a red asterisk and select **Read and accept the data privacy statement** before selecting **create account**.

**Data and Privacy Statement: Before proceeding with the completion of your profile and application you will be asked to agree to the Data and Privacy Statement. Agreement is required in order to proceed.**



**Career Opportunities: Create an Account**

Already a registered user? [Please sign in](#) Login credentials are case sensitive

\*Email Address:

\* Retype Email Address:

\*Choose Password:


\*Retype Password:

\*First Name:

\*Last Name:

\*Country of Residence

Notification:  Receive new job posting notifications  
 Hear more about career opportunities

\*Confirm you are not a robot:  I'm not a robot  reCAPTCHA  
Privacy - Terms

\*Terms of Use [Read and accept the data privacy statement.](#)

**Create Account**

IV.

Once the account has been created you may complete your profile and application information for the posting you had selected.

- If you decide you do not want to apply to a specific posting at this time, you may complete a candidate profile and save it. You can then log in later if you decide to submit an application. For further instructions on completing a candidate profile only please see page 9.

V.

To complete the required fields for the profile and application select the arrow under each row and select **Apply** when ready to apply for the posting.

include personal, work and education history details. You may be contacted by Baylor Recruitment if there is a match to a position based on what is entered. By completing the profile you agree that your data is available to the Baylor Recruitment team.

You may login in the future to edit your profile, attach a new resume or other documents, and/or apply to new positions.

Baylor College of Medicine Recruitment

[+ Expand all sections](#) [- Collapse all sections](#)

- ▶ My Documents
- ▶ Profile Information
- ▶ Work Experience (Please select save before going to the next section)
- ▶ Education (Please select save before going to the next section)
- ▶ Certifications/Licenses (Please select save before going to the next section)
- ▶ Job-Specific Information

[View Profile](#)

[Save](#)

[Apply](#)

[+ Expand all sections](#) [- Collapse all sections](#)

▼ My Documents

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

\* Resume

Upload a Resume

[+](#)

Cover Letter

Attach a Cover Letter

[+](#)

References:

Add a Document

[+](#)

Publications:

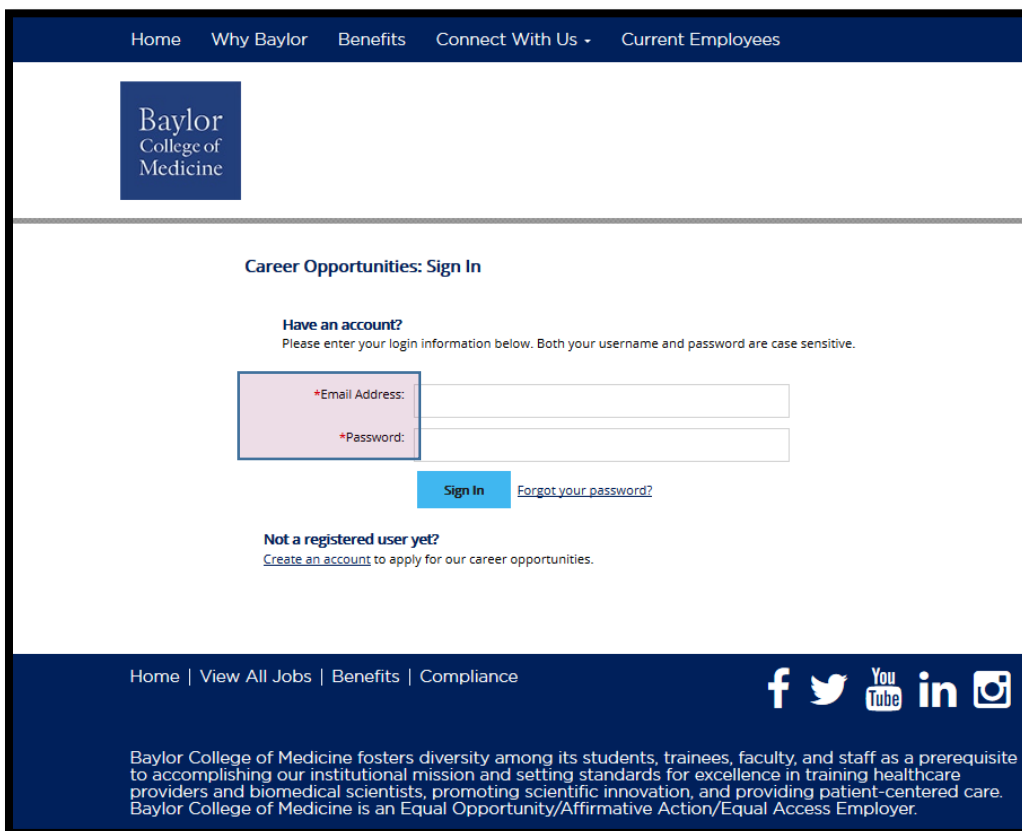
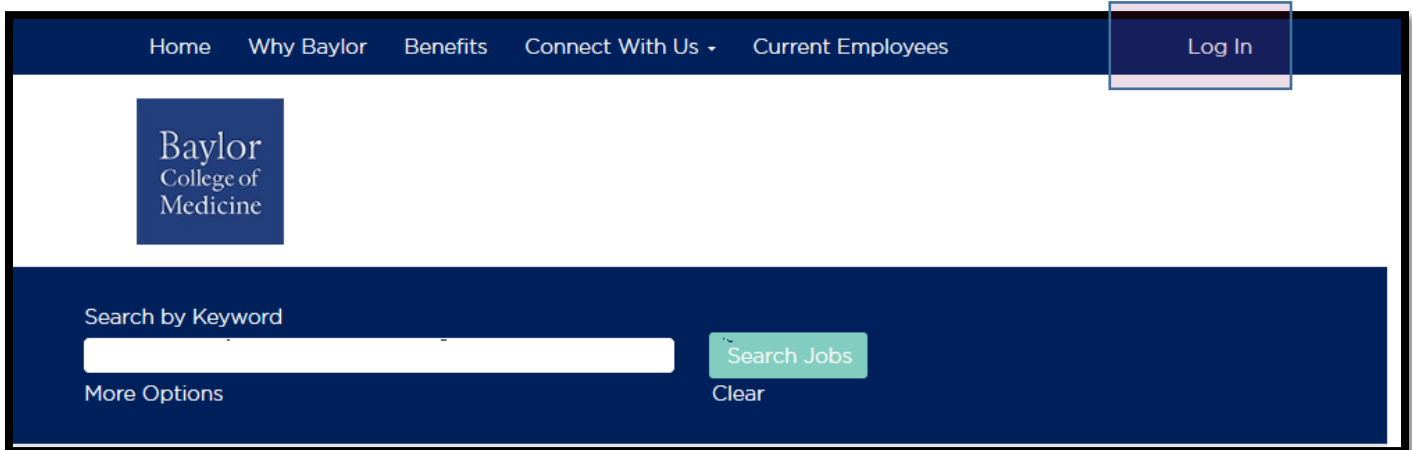
Add a Document

[+](#)

# Returning User Login

From the **Home** page, select **Log In** at the top. Please enter your **Email Address** and **Password** in the fields shown below.

- Please only apply to each position one time. Only the initial application will be considered.



**If you do not remember your password, please do not create another profile. Instead, go to Page 11 for password help.**

# Password Help

I.

If you have an account, but do not remember your password you can reset the password by selecting **Forgot your password** as shown below.

Home | Why Baylor | Benefits | Connect With Us | Current Employees

**Baylor**  
College of  
Medicine

**Career Opportunities: Sign In**

**Have an account?**  
Please enter your login information below. Both your username and password are case sensitive.

\*Email Address:

\*Password:

[Sign In](#) [Forgot your password?](#)

**Not a registered user yet?**  
[Create an account](#) to apply for our career opportunities.

Home | View All Jobs | Benefits | Compliance

f t YouTube in i

Baylor College of Medicine fosters diversity among its students, trainees, faculty, and staff as a prerequisite to accomplishing our institutional mission and setting standards for excellence in training healthcare providers and biomedical scientists, promoting scientific innovation, and providing patient-centered care. Baylor College of Medicine is an Equal Opportunity/Affirmative Action/Equal Access Employer.

II.

Enter your e-mail address and select **Submit**.

### Career Opportunities: Password Help

Please identify your account, and we will email you a link to reset your password.

Email Address:

Submit

Cancel

### Career Opportunities: Password Help

If an account matches the information you entered, then you will receive an email with instructions on how to reset your password. If you do not receive an email then no matching account was found for the information you provided. Please create a new account.

In the meantime, please feel free to continue searching for career opportunities at our company.

[Back to Careers Home](#)

III.

You should receive an e-mail such as the one below to reset your password. Please check your junk/spam if you don't see the e-mail in your inbox. Select [Click Here](#) in the e-mail you receive.

**Subject: Baylor College of Medicine - Password Reset**



Joanna Smith,

Thank you for your continued interest in career opportunities at Baylor College of Medicine. Please click on the URL below to change your password.

[Click Here](#)

Baylor College of Medicine Recruitment Team

IV.

Enter your **New Password** and then **Retype your New Password**. Select **Submit** once the fields are complete.

**Career Opportunities: Password Reset**

Please enter your new password below.

New Password:

Retype New Password:

V.

If your password is successfully reset you will see the message below. Please select **Sign In** to login with your new password.

## Career Opportunities: Password Reset

Your password has been updated successfully.

Please try and login again.

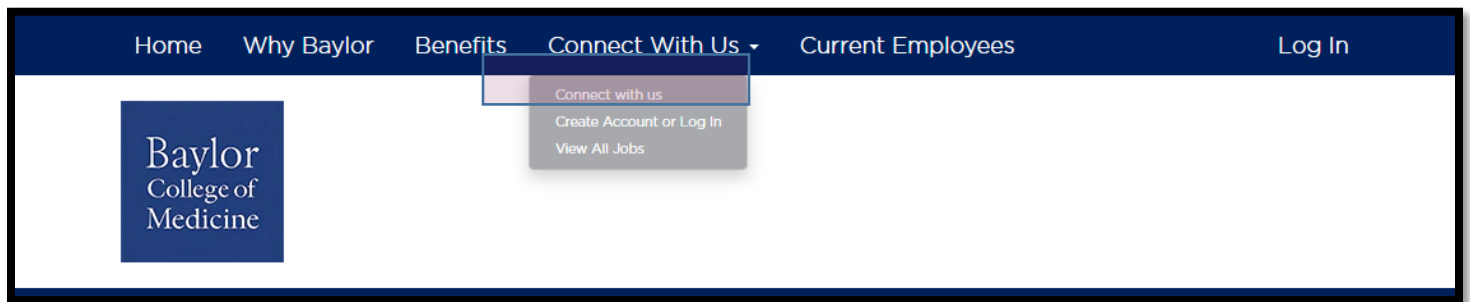
[Sign In](#)

# Join the Talent Network/Create a Profile

If you are not ready to apply you may join our network and create a profile. Once you are ready to apply at a later date you can login and complete an application at that time.

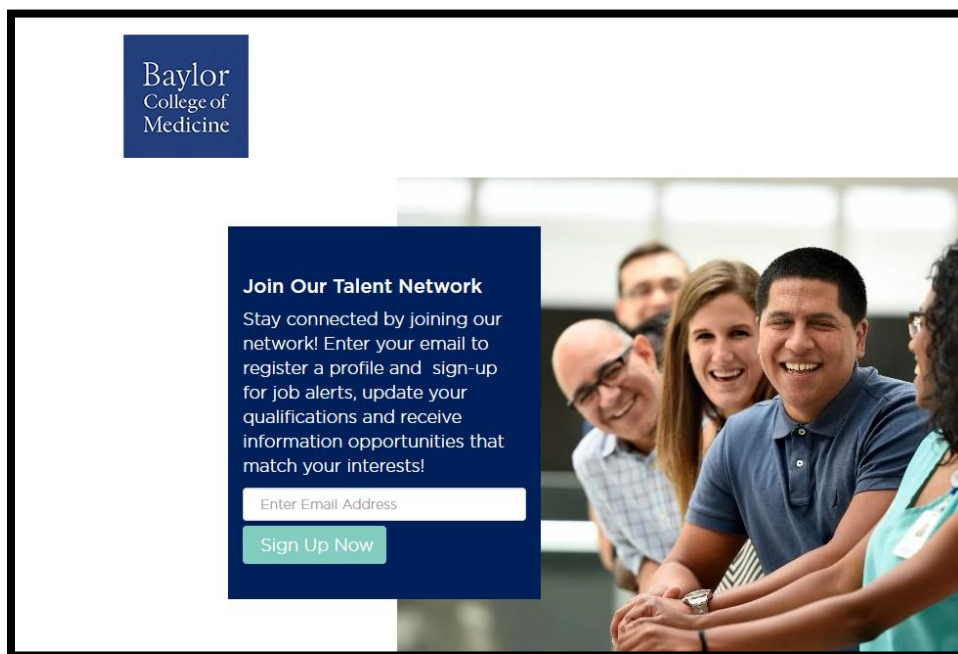
I.

Click on the downward facing arrow next to **Connect with us**. Select the **Connect with us** option highlighted below.



II.

Enter your e-mail address in the join our talent network box and then select **Sign Up Now**



III.



Please complete all fields identified with a red asterisk and select **Read and accept the data privacy statement** before selecting create account.

**Data and Privacy Statement: Before proceeding with the completion of your profile and application you will be asked to agree to the Data and Privacy Statement. Agreement is required in order to proceed.**

**Career Opportunities: Create an Account**

Already a registered user? [Please sign in](#) Login credentials are case sensitive

\*Email Address:

\* Retype Email Address:

\*Choose Password:


\*Retype Password:

\*First Name:

\*Last Name:

\*Country of Residence

Notification:  Receive new job posting notifications  
 Hear more about career opportunities

\*Confirm you are not a robot:  I'm not a robot   
reCAPTCHA  
Privacy - Terms

\*Terms of Use [Read and accept the data privacy statement.](#)

**Create Account**

IV.

Please complete the profile information by selecting the right facing arrow next to Profile Information and filling out all fields with a red asterisk next to them.

To save your information. Select **Save** at the bottom of the page as highlighted below.

include personal, work and education history details. You may be contacted by Baylor Recruitment if there is a match to a position based on what is entered. By completing the profile you agree that your data is available to the Baylor Recruitment team.

You may login in the future to edit your profile, attach a new resume or other documents, and/or apply to new positions.

Baylor College of Medicine Recruitment

[+ Expand all sections](#) [- Collapse all sections](#)

› My Documents

› Profile Information

› Work Experience (Please select save before going to the next section)

› Education (Please select save before going to the next section)

› Certifications/Licenses (Please select save before going to the next section)

› Job-Specific Information

[View Profile](#)

[Save](#)

[Apply](#)

# Editing your Profile

After you have logged in, you will be brought to your **Candidate Profile**. To edit any section just select the arrow in front of the section you wish to edit. Be sure to select **Save** at the bottom of page after each edit.

Home Why Baylor Benefits Connect With Us Current Employees

Baylor College of Medicine

Sign Out Options English US (English US)

## Candidate Profile

Thank you for your interest in Baylor College of Medicine.

If you do not want to apply to a specific position at this time, you may complete a candidate profile and save it. In the profile section please include personal, work and education history details. You may be contacted by Baylor Recruitment if there is a match to a position based on what is entered. By completing the profile you agree that your data is available to the Baylor Recruitment team.

You may login in the future to edit your profile, attach a new resume or other documents, and/or apply to new positions.

Baylor College of Medicine Recruitment

+ Expand all sections - Collapse all sections

- My Documents
- Profile Information
- Search Options and Privacy
- Jobs Applied (1)
- Saved Applications
- Work Experience (Please select save before going to the next section)
- Education (Please select save before going to the next section)
- Certifications/Licenses (Please select save before going to the next section)

Save

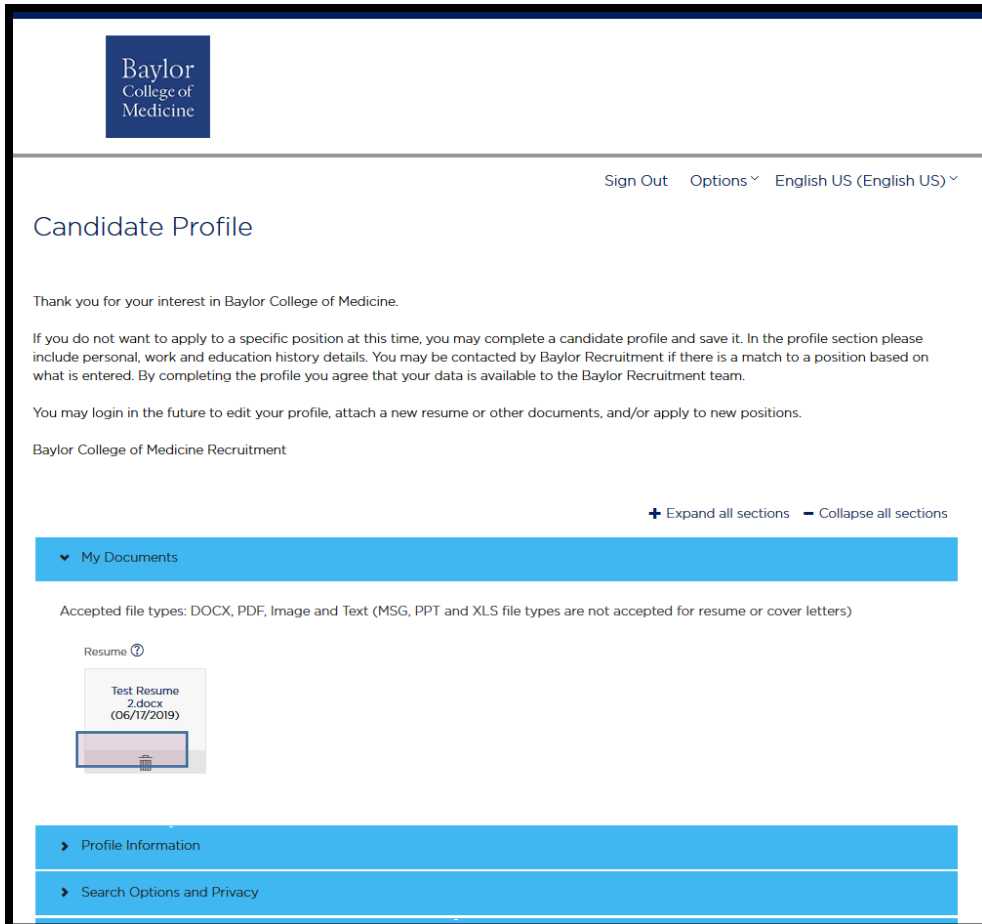
You may review the previous information that you have submitted, make edits, add or remove resumes and attachments.

➤ Fields marked with a red asterisk\* are required

# Adding/Deleting Documents

## To Delete:

Select the arrow in front of **My Documents**. Your currently attached documents will be listed. To delete a document, select the trash can beneath the document.



The screenshot shows the Baylor College of Medicine Candidate Profile page. At the top left is the Baylor College of Medicine logo. On the top right, there are links for "Sign Out", "Options", and "English US (English US)". The main heading is "Candidate Profile". Below this, there is a thank you message and instructions for completing a candidate profile. A section titled "My Documents" is expanded, showing a document titled "Test Resume 2.docx" with a date of "06/17/2019". A trash can icon is visible below the document name, indicating it can be deleted. Below the "My Documents" section, there are two expandable sections: "Profile Information" and "Search Options and Privacy".

## To Add:

Select the + symbol under the Upload a Resume Box. Be sure to select **Save** at bottom of page when you are finished.

## Candidate Profile

Thank you for your interest in Baylor College of Medicine.

If you do not want to apply to a specific position at this time, you may complete a candidate profile and save it. In the profile section please include personal, work and education history details. You may be contacted by Baylor Recruitment if there is a match to a position based on what is entered. By completing the profile you agree that your data is available to the Baylor Recruitment team.

You may login in the future to edit your profile, attach a new resume or other documents, and/or apply to new positions.

Baylor College of Medicine Recruitment

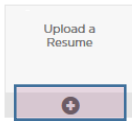
+ Expand all sections - Collapse all sections

Last Saved: Jun 21, 2019 11:31AM

My Documents

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

Resume



# Job Alerts

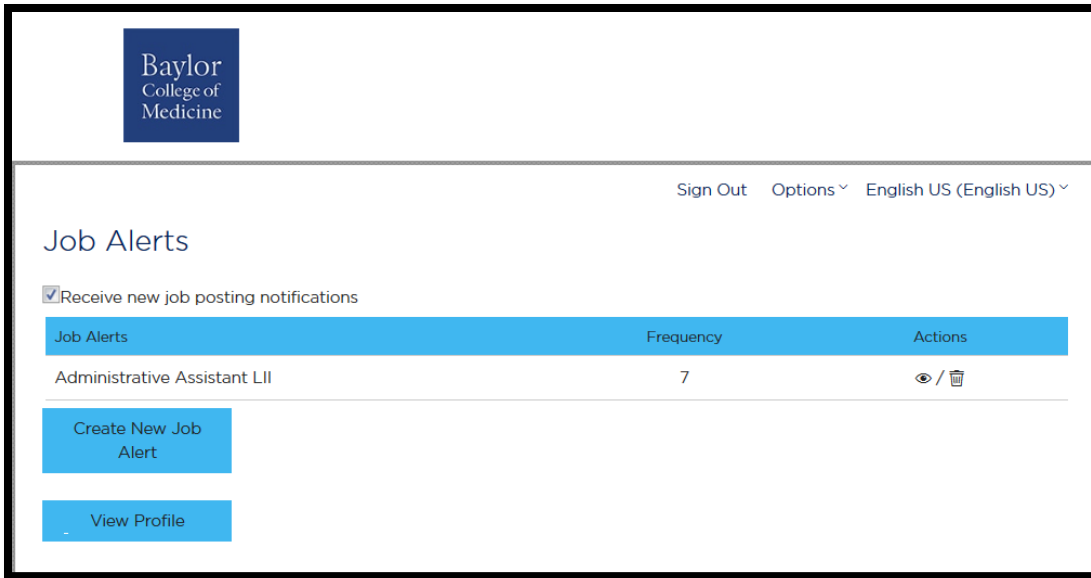
I.

To sign up for job alerts. Log in using username and password. From the Candidate Profile, select **Options** at the top, then select **Job Alerts**.

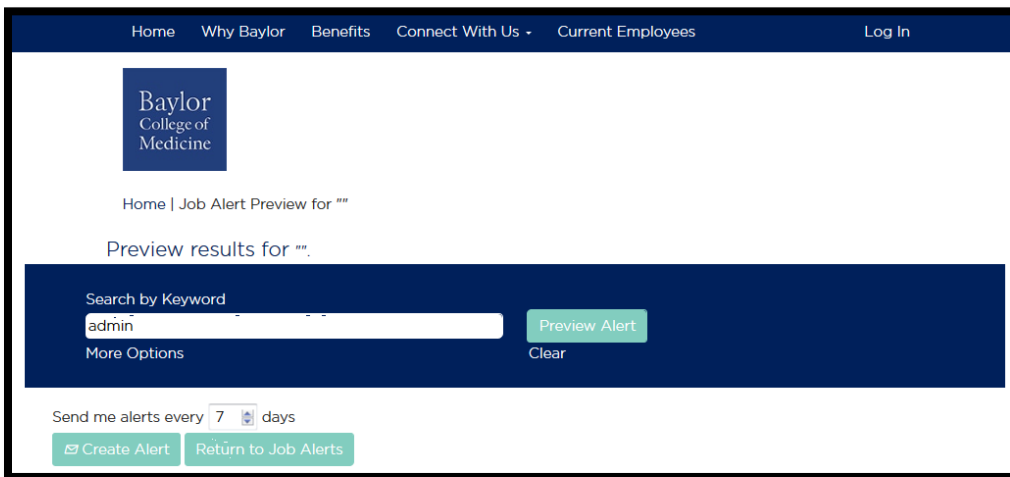
The screenshot displays the Baylor College of Medicine Candidate Profile page. At the top left is the Baylor College of Medicine logo. On the right, there is a navigation menu with 'Options' selected, which has opened a dropdown menu containing 'My Profile', 'Job Alerts' (highlighted), and 'Settings'. Below the menu, a message reads: 'Thank you for your interest in Baylor College of Medicine. If you do not want to apply to a specific position at this time, you may complete a candidate profile and save it. In the profile section please include personal, work and education history details. You may be contacted by Baylor Recruitment if there is a match to a position based on what is entered. By completing the profile you agree that your data is available to the Baylor Recruitment team. You may login in the future to edit your profile, attach a new resume or other documents, and/or apply to new positions. Baylor College of Medicine Recruitment'. At the bottom right, there are links for '+ Expand all sections' and '- Collapse all sections'. Below these are four blue expandable sections: 'My Documents', 'Profile Information', 'Search Options and Privacy', and 'Jobs Applied (1)'.

II.

Select **Create New Job Alert**



- You must select at least one search parameter in order to set up a job alert.
- In the Keyword Search Field, type in key words.



III.

Enter how often you would like to receive the alerts. Then select **Create Alert**.

# Checking Your Status

Login as a returning user at the top of the page and fill in your email and password. Then, select **Sign In**.

Expand the arrow in front of **Jobs Applied** to view all of the positions for which you have applied. The status is visible in the box for each position you have applied to.

The screenshot shows a user profile interface. At the top right, there are controls: "+ Expand all sections" and "- Collapse all sections". The profile is organized into several blue horizontal sections, each with a right-pointing arrow. The sections are: "My Documents", "Profile Information", "Search Options and Privacy", and "Jobs Applied (1)". The "Jobs Applied (1)" section is expanded, revealing a white box containing the following text: "Administrative Assistant LII", "United States (US)", "Welcome", and "06/17/2019". Below the "Jobs Applied" section are four more blue sections: "Saved Applications", "Work Experience (Please select save before going to the next section)", "Education (Please select save before going to the next section)", and "Certifications/Licenses (Please select save before going to the next section)". A blue "Save" button is located at the bottom right of the profile area.



# Frequently Asked Questions

Do I need an email address to apply?

- Yes, in order to complete the online application, an email address is required.

How will I know if my Candidate Profile was submitted successfully?

- You will receive an email confirmation once you have completed the Candidate Profile. To ensure that the information submitted was completed accurately, you are encouraged to log back in to your account and review your information. You will also receive an email confirmation after successfully submitting the Candidate Profile.

How to submit an application?

- Each position will have specific position information that you must complete as part of the application process.

What happens after I submit my application for a position?

- You will receive an email confirmation when you have successfully applied to an open position. Your application and qualifications will be reviewed by a recruiter for the minimum qualifications and the department's preferred skills and experience for the position. The hiring manager will review applications from the forwarded candidates and select those they are interested in contacting for an interview. The hiring manager will contact an applicant directly if they are interested in arranging an interview. Following the interviews, the hiring manager will select the most suitable candidate for the position.

How are individuals selected for interviews?

- The hiring department determines which applicants they are interested in interviewing for an open position. If the hiring department is interested in interviewing an applicant for a position, they will contact the applicant directly by phone or email.

How do I know if a job is still open?

- All positions listed on our Career website are active openings. You may also check the status of positions for which you have applied by logging back into the application site.

How long does a job remain open?

- There is no specific timeframe. Positions remain open until a finalist has been identified.

Where can I submit a resume?

- As part of the candidate profile and application, you will be able to upload your resume in DOC, DOCX, RTF, PDF, TXT or HTML format.

- We are not able to consider resumes submitted via email, fax, or hardcopy.
- Please see page 19 for instructions on how to add/delete documents.

How is my application reviewed?

- All applications are reviewed by the recruiters and qualified applicants are then sent to the department hiring manager for consideration. Each department will have a different time period for review.

When can I expect to hear about the status of my application?

- There is not a specific timeframe. However, you may check the status of your application by logging back into the online application system.
- Please see page 23 for instructions on checking your application status.

How do I make edits to my application?

- Please contact [askrecruitment@bcm.edu](mailto:askrecruitment@bcm.edu) if you need to make changes to your application after submission.

I do not have a Social Security Number, how can I apply?

- Please use 111-11-1111 in lieu of the Social Security Number.

What is the status of my application?

- To view your application progress, log into the online application system. There are several statuses that you may see
- Please see page 23 for instructions on how to check the status of your application.

I forgot my username and/or password.

- For instructions on resetting your password please see page 10 in the manual.
- Please do not set up multiple applications.
- If you no longer have access to the email account you used to apply, please email [askrecruitment@bcm.edu](mailto:askrecruitment@bcm.edu) and someone will assist you.

Technical/IT issues

- If you are experiencing technical issues, please send an email to [askrecruitment@bcm.edu](mailto:askrecruitment@bcm.edu)

Where can I submit my references?

- It is not necessary at this point to provide your references. We encourage you to provide these directly to the hiring manager later in the process if requested.

If you have additional questions, please contact [askrecruitment@bcm.edu](mailto:askrecruitment@bcm.edu).