




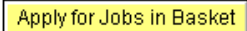
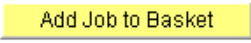
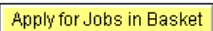


# Harris County Hospital District

## Welcome to the Online Application

The Process of completing an online application takes a minimum of **20 minutes**. You can complete an application via the Internet at <http://www.hchdonline.com>. Just click on .

### **Step One: Search and Select Desired Position**

- 1) Click on 
  - 2) Click on [View Job Postings/ Apply for a Job](#)
  - 3) Search for all positions or search for positions by job category, location, keywords or other criteria and click .
  - 4) Check the box to place a position in your Job Basket. Then click .
- OR**
- Click on the position title to review minimum requirements. To apply Click, , then click [Job Basket](#), and then click .

### **Step Two: Registration and Method of Applying**

**If this is your first time applying for a position at Harris County Hospital District:**

- 1) Click on [Are you a new applicant? Click here to register](#)
- 2) Type in your email address. (If you do not have an email address look at our FAQ document and find out how you can get one.)
- 3) Type in a password that you will remember and then re-type it in the confirm password box.


**If you are a returning applicant:**






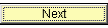







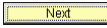


- 1) Please type in your email address and password.

You have three options to apply: (1) Attach Resume File, (2) Paste Resume Text, or (3) "I am not providing a resume." However, HCHD prefers that you apply with Option 1, "Attach Resume File". Attaching a resume automatically completes basic data.

### **Step Three: Completing your Application Profile**

Fill in the information requested on the following pages.

You can hit  to move forward on any page; however, some fields are required.

- 1) [Contact Details](#) (To enter Address, click on [Edit Address](#)) Complete and click .
- 2) [Add/Update Current and Prior Employment](#) by clicking . Complete and click .
- 3) [Add/Update Education](#) by clicking . Complete and click .
- 4) [Complete Competencies](#) by selecting Yes or No (this is required info.) Complete and click .
- 5) [Add/Update Languages](#), if applicable, by clicking . Complete and click .
- 6) [Add/Update Licenses and Certificates](#) by clicking . Complete and click .
- 7) [Add/Update References](#) by clicking . Complete and click .
- 8) [Enter Job Preferences](#). Complete and click .
- 9) Answer "[How did you find out about us?](#) (optional) Complete and click .
- 10) Complete [Questionnaire](#). (required) Complete and click .
- 11) Complete [Personal Information](#). Complete and click .
- 12) You are done! Click [Submit](#) and Click [OK](#) on the Submit Confirmation page.

**Thank You!**