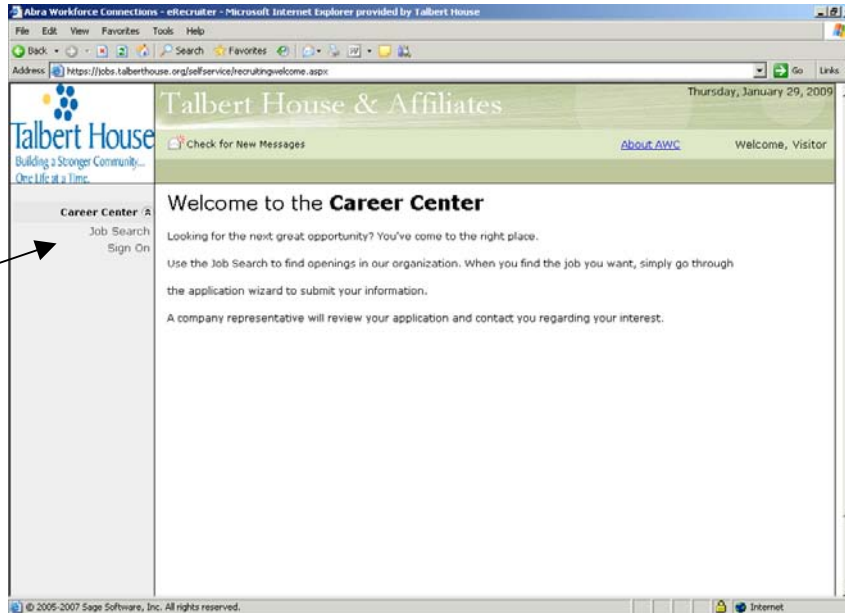


APPLICANT USER GUIDE

Thank you for your interest in Talbert House and Centerpoint Health! The below guide is designed to assist you in applying for a job opportunity within our affiliation. If you have questions or are unable to complete the application, please contact us by visiting the "Contact Us" portion of either the [Talbert House](#) or [Centerpoint Health](#) web page.

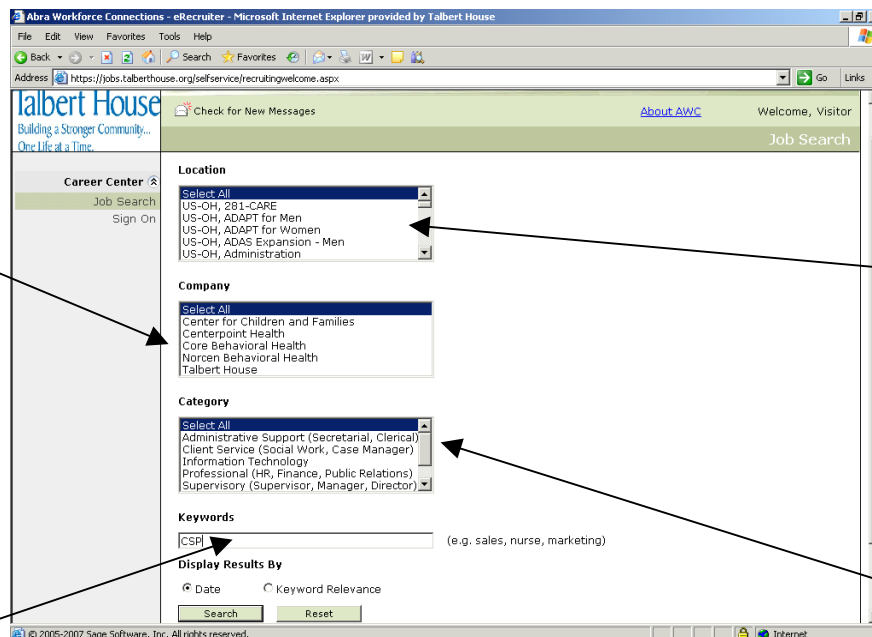
1. Go to <https://jobs.talberthouse.org/selfservice/recruitingwelcome.aspx> to visit our Career Center. NOTE: This site is best viewed with Microsoft Internet Explorer 6. The above link will take you to the following screen.

Click on "Job Search" to search for a position. You can search without logging on. Once you do apply, you will be directed to log on or create an account.



2. Click on "Job Search" to take you to the following screen. When you are finished, hit the "Search" button at the bottom of the screen.

If you know which agency you would like to apply for, choose either Talbert House or Centerpoint Health. If you want to see openings affiliation wide, select "Select All." Do not choose any of the other options.



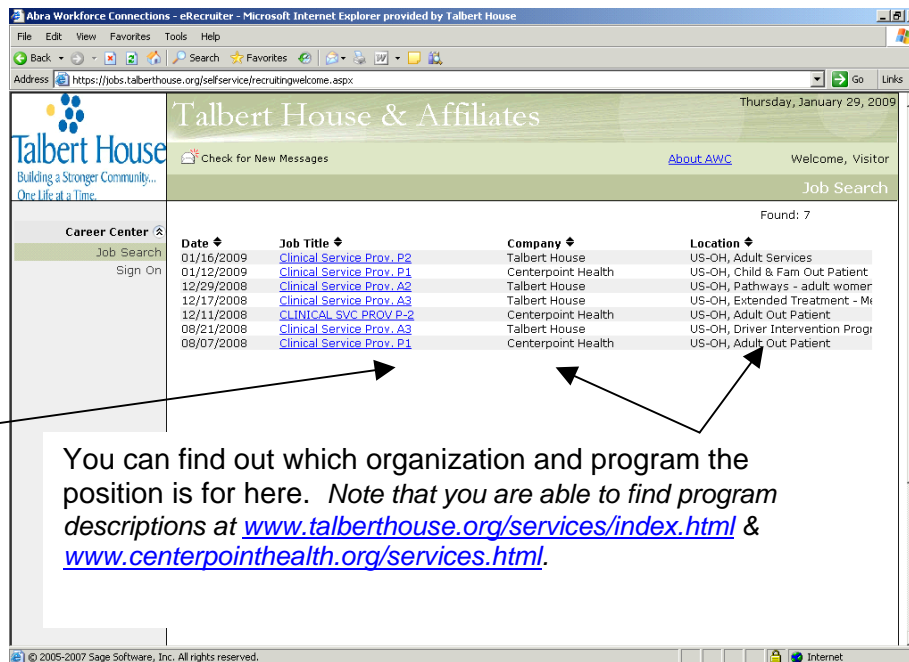
If you know which program you would like to apply for, you can choose it here. If you want to see openings for all programs, choose "Select All." Note that you are able to find program descriptions at www.talberthouse.org/services/index.html & www.centerpointhealth.org/services.html.

Choose a category that best fits what the type of opportunity you are looking for. If you want to see openings affiliation wide, highlight "Select All."

If you know the job reference code of the specific position you would like to apply for (ex. 180-4) or title of a specific position (ex. Clinical Service Provider or CSP), type it here. Otherwise, it is best to leave it blank.

3. After you click the “Search” button, you will be directed to the screen below with a list of job openings for both Talbert House and Centerpoint Health, as seen below. To see an opening of interest to you, click on it to find out more details. As an example, we’ll choose the first one listed (Clinical Service Provider P2; Talbert House; Adult Services)

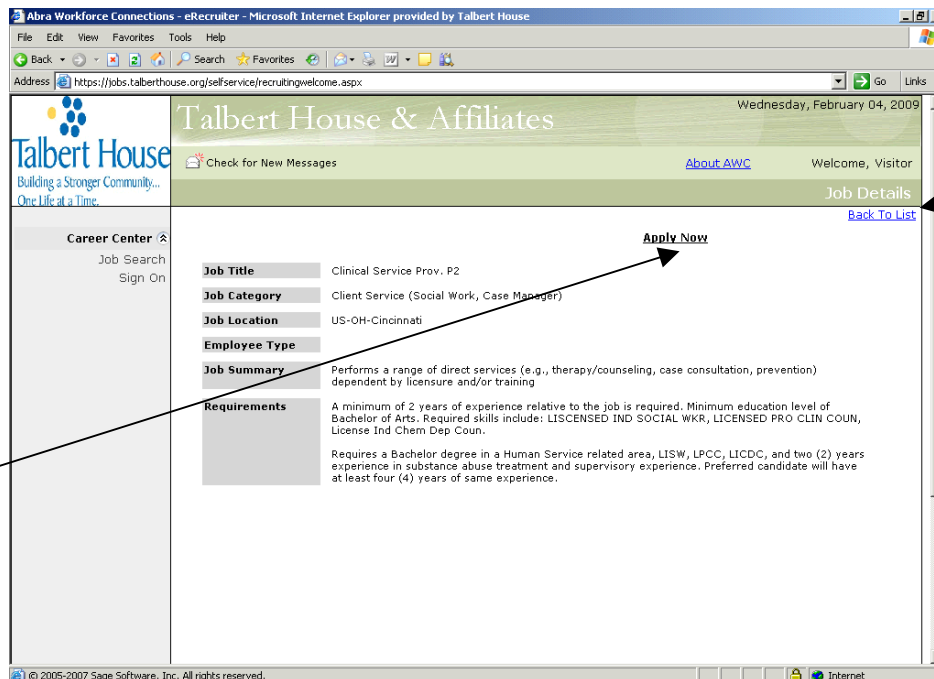
If you notice beside the job title, you find P1, P2, A1, A2, M1, M2, etc. These codes are tied to the qualifications needed for the specific position (ex. license, education level, experience level, etc.).



You can find out which organization and program the position is for here. Note that you are able to find program descriptions at www.talberthouse.org/services/index.html & www.centerpointhealth.org/services.html.

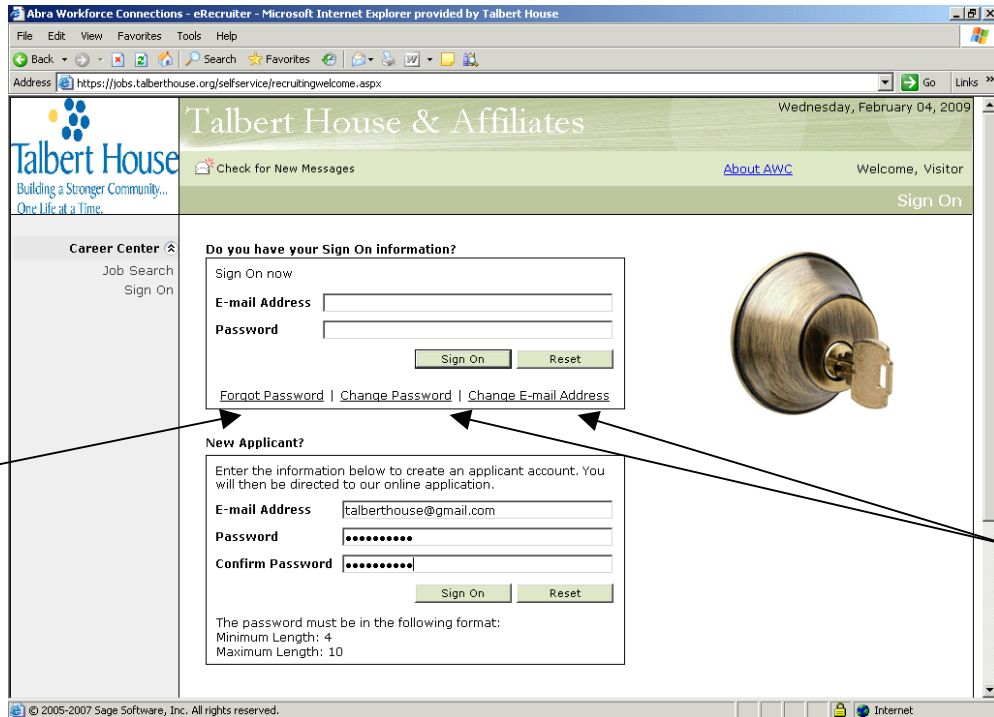
4. Once you click on the job opening you are interested in, you will see a full description, job qualifications, and the opportunity to apply for that position, as shown below. If you want to apply for this position, click on “Apply Now.” If you do not want to apply for that position and continue your search, just click on “Back to List”.

If you would like to apply for this position, click here. Note that you are able to find program descriptions at www.talberthouse.org/services/index.html & www.centerpointhealth.org/services.html.



Want to continue your search? Click here to get to the previous screen.

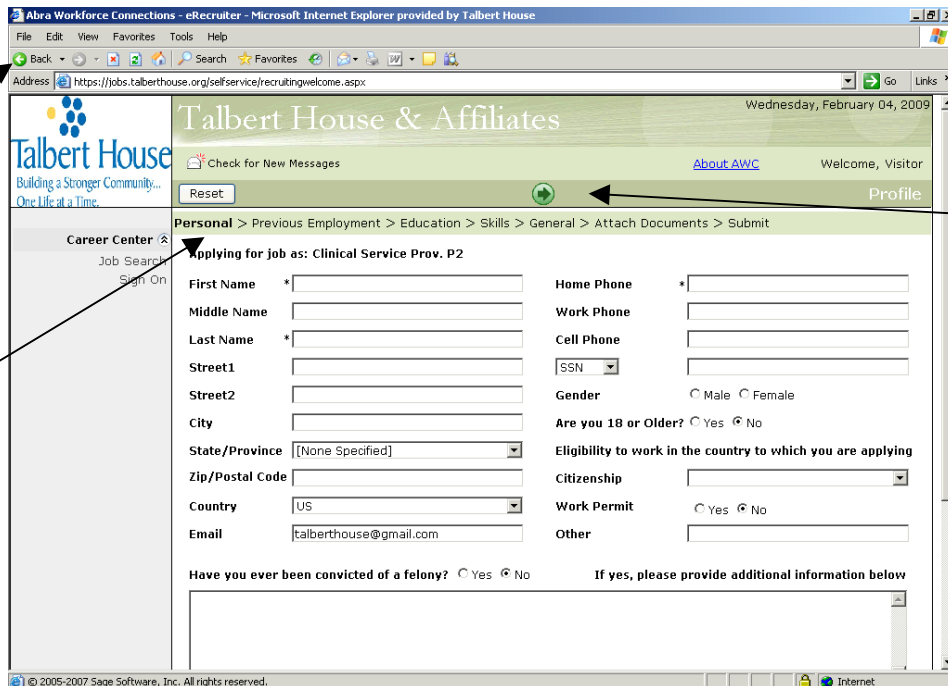
5. Now that you found a job you are interested in applying for, you will be directed to create an account to log in. It is important that you type in your email address correctly. **If you already have an account, do not create a new one—just log in now.** If you do not remember your password, have it emailed back to you. Note the email for the password will come from ess@bestware.com.



Forgot your password? Email it to yourself by clicking here. If you do not receive it shortly, check your junk/spam folder for an email from ess@bestware.com

To change your email address or password, click here.

6. After creating your account, you will automatically be taken to the first page of the online application. **Make sure to complete everything completely and honestly!** Once that screen is complete, hit the green arrow to the right of the "Reset" button.



DO NOT click here to go back! Doing so may lose your information.

Personal, Previous Employment, Education, Skills, General, Attach Documents, and Submit are all the sections you need to complete in order to have your application reviewed.

When you are finished with a screen, click here to move to the next section.

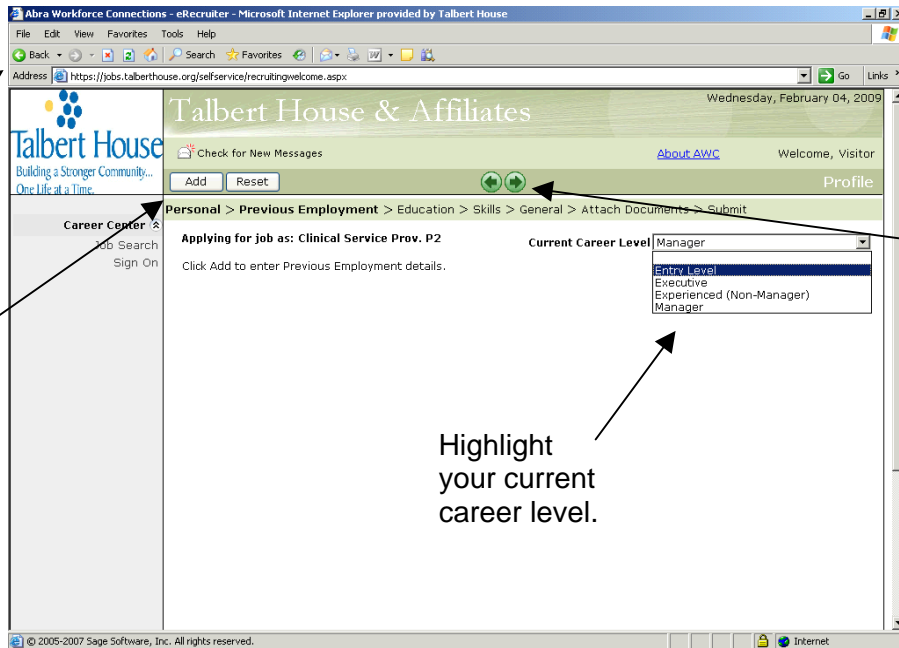
7. Previous Employment: On this screen you need to choose a current career level, as seen in the drop down menu below. Choose one and then click the “add” button to the left of the screen. NOTE, here is where you build in your employment history. Make sure to do so completely before moving ahead.

DO NOT click here to go back! Doing so may lose your information.

Click “Add” after highlighting your current career level.

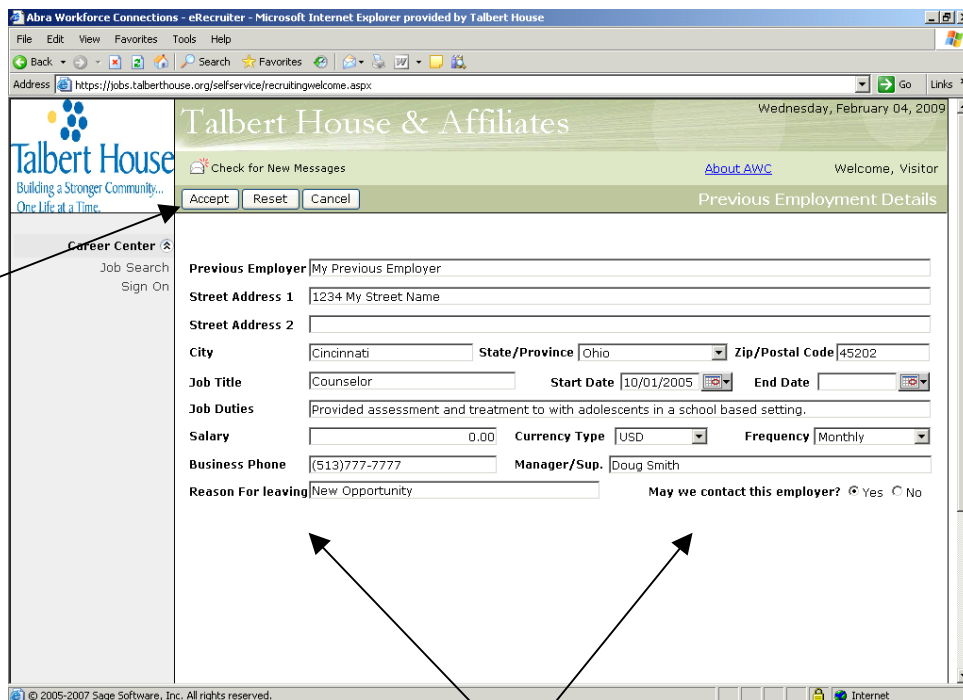
Highlight your current career level.

When you are finished with adding all the information on your places of employment, click here to move to the next section. If you realize you want to update the previous screen, click the back arrow here.



8. Once you click add, you'll see the following screen. Fill out this screen with information on one of your places of employment. Once you are finished, click “Accept.”

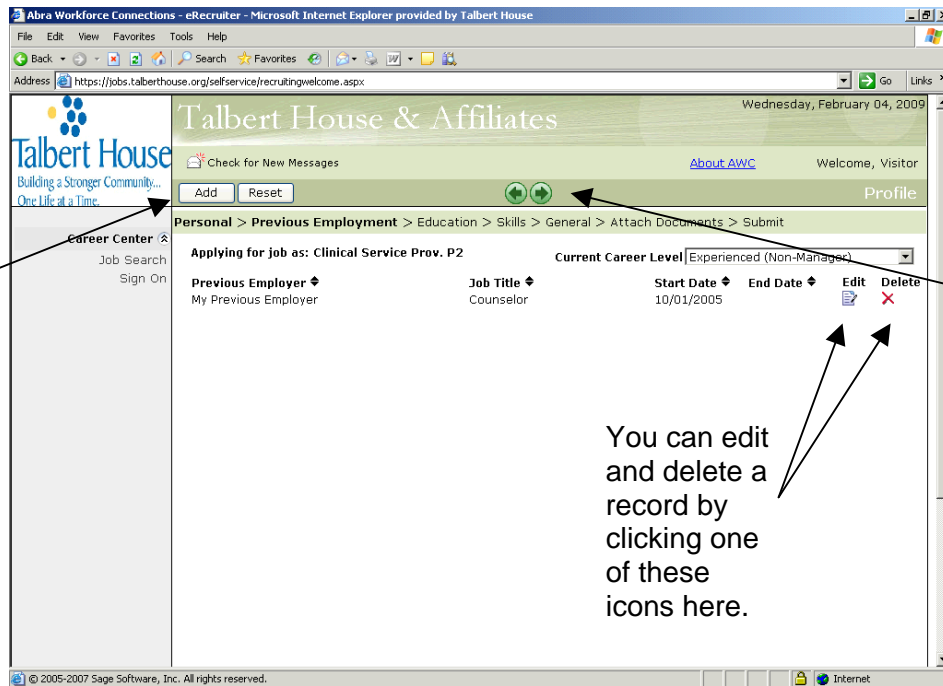
Click “Accept” when you are finished.



Make sure to add as much information as possible. Doing so helps us process your application more quickly.

9. Once you click “Accept”, you will see your information posted. You will need to complete a record for each of your places of employment. You do so by clicking on “Add” for a new screen. You can edit and delete the information at any time. When you are finished adding all your places of employment, click the green arrow, as shown below.

Click “Add” each time you need to add a record to your employment history.

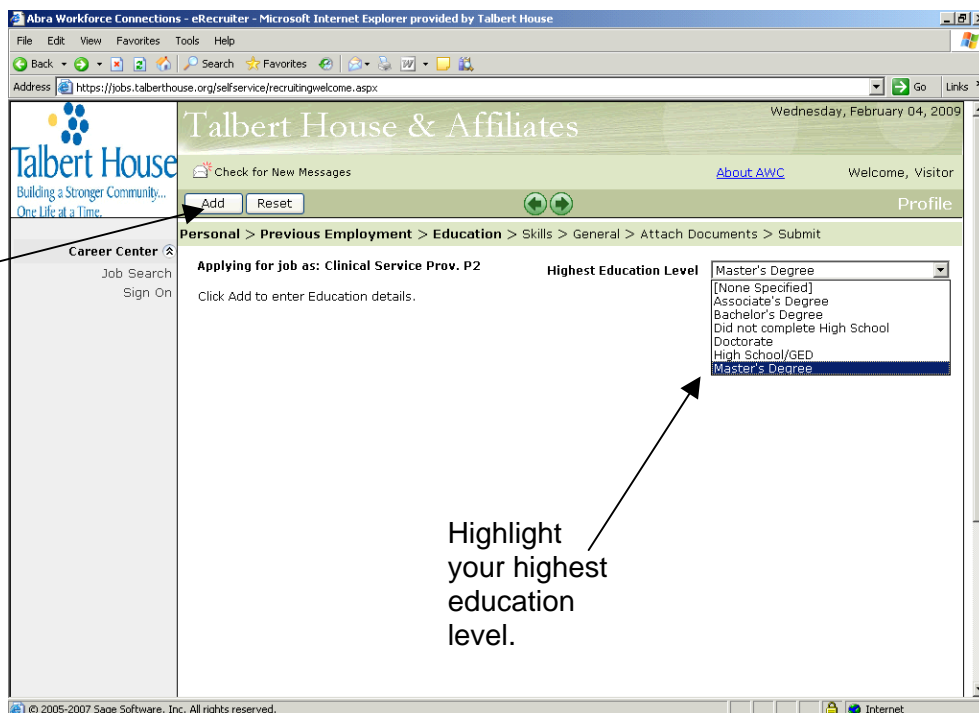


You can edit and delete a record by clicking one of these icons here.

When you are finished with creating your employment history, click here to move to the next section. If you realize you want to update the previous screen, click the back arrow here.

10. **Education:** Just like previous employment, you need fill out a screen for each place you went to school. Choose from the drop down screen, and hit “Add.”

Click “Add” each time you need to add a record to your education history.



Highlight your highest education level.

11. Once you click add, you'll see the following screen. Fill out this screen with information on one of your places of employment. Once you are finished, click "Accept."

This screenshot shows the 'Education Details' form in the Talbert House & Affiliates eRecruiter system. The form includes the following fields:

- School:** Bowling Green State University
- Address:** Bowling Green, Ohio
- Years Attended:** 4
- Graduated:** Yes (selected)
- Year Graduated:** 1999
- Major:** Social Work
- Degree:** Bachelor of Arts
- GPA:** 4.0

Annotations on the screenshot include:

- An arrow pointing to the 'Accept' button with the text: "Click 'Accept' when you are finished."
- Two arrows pointing to the form fields with the text: "Make sure to add as much information as possible. Doing so helps us process your application more quickly."

12. Once you have listed all the information in your education history, as seen below, click on the green arrow to go to the next screen.

This screenshot shows the 'Education' section of the application. It features a table of education records and navigation options:

- Navigation:** 'Add' and 'Reset' buttons, and a green arrow pointing right.
- Table:**

School	Address	Major	Degree	Edit	Delete
Bowling Green State University	Bowling Green, Ohio	Social Work	Bachelor of Arts		
Xavier University	Cincinnati, Ohio	Counseling	Master of Arts		
- Annotations:**
 - An arrow pointing to the 'Add' button with the text: "Click 'Add' each time you need to add a record to your education history."
 - An arrow pointing to the green arrow with the text: "Click here to move to the next section or back to edit previous sections."
 - Two arrows pointing to the 'Edit' and 'Delete' icons with the text: "You can edit and delete a record by clicking one of these icons here."

13. **Skills:** The next screen is where you add your skills, the different types of licenses you hold, etc. Once at this screen, click “Add” to enter your skills. NOTE: Entering all your licenses here helps us process your application more quickly!

Click “Add” each time you need to add a record to on your different licenses and skills.

Click here to move to the next section or back to edit previous sections.

14. Choose from the drop down screen for the various licenses. Remember, the more information you provide, the more it will help us link you to the best opening within our affiliation. Once you are finished, click “Accept.”

Click here to move to save your information.

Only choose one description at a time. You need to build a separate record for each license/skill.

Make sure to add as much information as possible. Doing so helps us process your application more quickly!

15. Just like the other screens, when finished adding all the records needed that highlight your skills, click the green arrow.

Have additional licenses or skills to add? Click here.

Click here to move to the next section or back to the previous section.

You can edit and delete a record by clicking one of these icons here.

16. **General:** This screen tells us about how you heard about the open position and some additional details to help us screen job candidates. Once you completely fill out this screen, hit the green arrow.

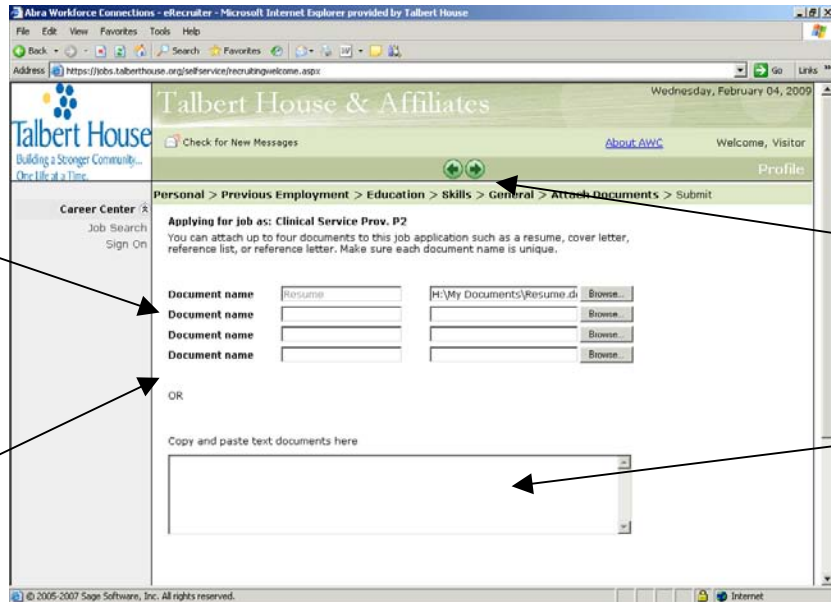
Click here to move to the next section.

Make sure to add as much information as possible. Doing so helps us process your application more quickly.

17. Attach Documents: Here is where you can upload attachments. You can copy and paste documents; however, uploading documents is best. Uploading a resume and cover letter will expedite your application in being processed. Attachments must be less than 4mb, contain lowercase extensions, a Word 2003 document, or a PDF file. Word 2007 is NOT supported. Click on the green arrow when you are finished. **NOTE: DO NOT COPY AND PASTE YOUR DOCUMENTS IN THE TEXT BOX BELOW---ONLY UPLOAD DOCUMENTS. DOING SO DOES NOT ALLOW US TO UPLOAD INFORMATION IN THE FUTURE.**

Upload documents versus copying and pasting your resume into the text box.

Upload as much information as possible. Doing so helps us process your application more quickly.



Click here to move to the next section.

DO NOT ADD ANYTHING IN THE TEXT BOX HERE!

STOP AND REVIEW! It is best to page back by using the green arrows to double check your work. If you are happy with your work, move ahead. Once you move ahead to the final screen, you can go back by using the back button in your Internet toolbar (see below); however, you run the risk of losing all your work.

18. Final Screen: Please read the information and choose "I Agree" or "I Disagree." If you select "I Disagree," none of your information will be saved.

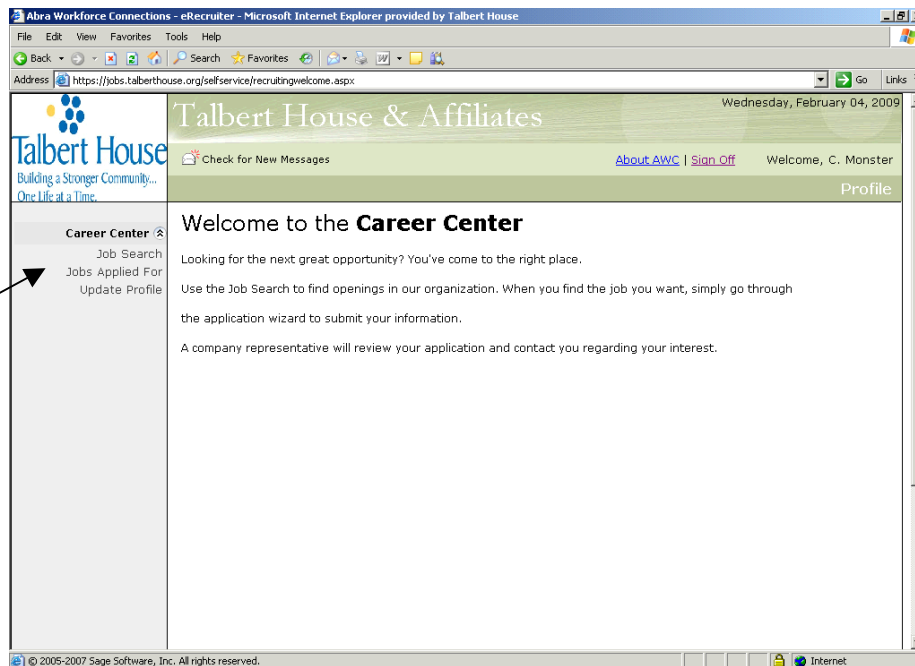
Note that here is the only way to go back. If necessary, use the "Back" button here; however, you run the risk of losing all your work.



Once you click "I Agree," you cannot edit your application. If you chose "I Disagree," you will lose all of your work.

19. Once you select "I Agree," you will go to the following screen. From here you can see your application, search for additional jobs, or update your contact information.

Click here to see your application; however, you will not be able to edit it.



FOR MANY, YOUR APPLICATION IS NOT COMPLETE! MANY OF OUR POSITIONS REQUIRE AN APPLICANT TO COMPLETE AN ON-LINE COMPETENCY MATCH BEFORE YOUR APPLICATION IS PROCESSED!

If you applied for an administrative (ADM), Case Manager (CSM), Clinical Service Provider (CSP), Activity and Security Monitor/Youth Care Provider (ASM/YCP), Supervisor, or Management position, you will be emailed a link to complete an online competency match from support@wingnut.com. Doing so helps our organization match candidates with open positions. If you do not receive an email, make sure to check your spam/junk mail folder for it. If you do not receive an email in three business days, contact us through the Talbert House or Centerpoint Health web page.

You will need to complete this competency match for your application to be processed. Applicants have five days to complete the competency match, after which they are rejected. However, the sooner this is completed, the sooner your application will be processed.

Final Note:

Due to the volume of applications received, only applicants whose qualifications and skill level meet our requirements will be contacted by a hiring manager for an interview.