



Discover
a new career.



Every life deserves world class care.

How To Apply

Northeast Ohio*, Florida and Las Vegas locations

Log on to: clevelandclinic.jobs

Step 1

To begin viewing current job postings, you can either enter keywords in the search box or search by profession, nursing opportunities, category or location by clicking the links below the search box.

Step 2

Upon accessing a search option, the following page will display a list of possible job opportunities linked to that particular search choice. Click on the title of the position to view more information about it.

If the search did not return any available positions in your area of interest, please join our Talent Community. To join, click "Email jobs to me" and provide the required information. As a member of our Talent Community, you will receive email updates when new career opportunities are added to our website.

Step 3

When you click the title of the position, the job description will appear. Once you have reviewed the job description and determined that you meet the minimum qualifications, click the "Apply Now" button located on the upper or lower right-hand side of the page.

Step 4

Next, a box titled "Careers at Cleveland Clinic" will appear requesting your general information. Enter your information and click "Next."

If you have completed this process in the past, click "Already a member? Sign in." Enter the email address and password you created when first applying.

If you forgot your password, select the "Forgot Password" link. You will receive an email with a link to reset your password.

Step 5

You are now back at the job description screen. Select "Apply Now." The next page contains a message regarding our job opening as a pop-up window. Please be sure to disable your browser's pop-up blocker and click "Continue." If you have recently visited our site, you may not be required to complete this step. Please continue to Step 6.

Step 6

The next page displays the same job description. There will be two boxes at the bottom of the page.

- If you **are not a Cleveland Clinic Health System caregiver**, select the blue bar.
- If you **are a Cleveland Clinic Health System caregiver—(Main Campus, Satellite, or Community Hospitals, excluding Medina)** select the green bar.

Step 7

A green box titled "Internal Application Confirm" or "External Application Confirm" will appear. Please select the appropriate answer.

Step 8

The Applicant Login screen will open.

- If this is your first time applying to Cleveland Clinic, click "Apply Now" under "First Time Applying."
- If you have applied previously, enter your user name and password.
- Click "Forgot User Name or Password" if you are unable to remember your information. Follow the prompts and select "Display user name & password." Click "Retrieve User Name & Password." Your user name and password will be displayed on screen.

Please note: Our application will open as a new window. If the application does not open, you must disable the pop-up blocker or set it to temporarily allow pop-ups from our site.

Continued on next page

How To Apply (continued)

Step 9

Once you have accessed the application, click on “Apply Now!” to begin.

Step 10

The Applicant Prefill screen will appear. Choose the following options:

- **Copy** – Copy information from most recent application form to a new form that can be edited.
- **Upload from my resume** – Upload an electronic version of your resume to prefill parts of our online application. When you select this option, you’ll be directed to locate your resume on your computer or a disk. Our software will then use the information in your resume to complete many of the fields of our online application.
- **Complete the Application** – Select this option to begin completing the online application.

Please note: If you select the Copy or Upload from my resume options, be sure to check your application for blank fields. Incomplete applications will not be considered.

Step 11

Complete the following:

- “Employment Information Electronic Signature Confirmation” form.
- “Summary of Rights Under the Fair Credit Reporting Act” form.

Step 12

The Cleveland Clinic Health System – Employment Application and the security background checks have required fields, which are indicated by a red asterisk (*). If you do not complete all the required fields, you will be prompted at the end of the application/bid form to go back and complete any incomplete required fields in order to process your application.

Please note: It is important to select “Save Often” while completing the application to save your progress.

Once your application is complete, click “Submit.”

Step 13

Complete the “Universal Background Check Questionnaire and Supplemental Identifying Information” form and click “Submit.”

Step 14

Review the FCRA Notice and Acknowledgements screen. Sign, provide your social security number and select “Submit.”

Step 15

If you are an external candidate, after submitting your application, you will be prompted to begin the pre-hire assessment portion of the application process. Click “Continue to Assessment.”

Please note: We advise having 45-75 minutes of uninterrupted time to complete the assessment. The assessment must be completed within seven (7) days to be considered for employment. The pre-hire assessment must be completed as a requirement of our application process. Your results remain active for 180 days.

After completing your assessment, be sure to click “Continue” in the bottom box to digitally sign your application.

You can complete one section of the assessment at a time and log back in anytime within the seven day window to complete the remaining sections. You will receive an email with the session ID number and web address to log back into the system at a later time.

For additional information regarding our pre-hire assessment, please visit: clevelandclinic.org/assessmentFAQ

For technical assistance with the pre-hire assessment, please contact PreVisor Technical Support at **1.800.966.0943** or email techsupport@previsor.com.

How to check application status:

After submitting your application, you can check your application status online by following these steps:

Step 1

Log on to: clevelandclinic.jobs

Step 2

Select the blue “Check Application Status” button, which can be found on the right side of the page.

Step 3

The Applicant Login screen will open. Log in to view the application status for any active applications.

For technical assistance with our online application process, please contact the Staffing & Recruitment general line at **216.448.0377**; Monday - Friday, 7:30 am - 4 pm and select option 7.

* Instructions apply to all Northeast Ohio locations except Medina Hospital.

Be a world class caregiver.
clevelandclinic.jobs



Connect
With Us

 **Cleveland Clinic**

We are proud to be an equal opportunity employer. Smoke-free/drug-free environment.

Every life deserves world class care