



# INSTITUTE FOR DIVERSITY in Health Management

An affiliate of the American Hospital Association

## Career Center Registration Instructions

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### Creating a Profile

Before you can post jobs in the Institute Career Center, you must create a profile in our database.

To create a profile, follow these steps.

- 1.) [Click here](#) to access the Career Center. Bookmark this page for future reference. You will go here each time you want to create a new job or edit a current job.
- 2.) If you already have a profile, login with your username and password.
  - If you have forgotten your username or password, select [“I forgot my username and password”](#) and enter your email address. Hit **Submit**. Your information will be emailed to you. If it doesn't arrive, check your junk/clutter folder. If you do not see it there, contact us at the information at the bottom of this page.
- 3.) If you don't have a username or password, select [“Use this link to create a User Name and Password.”](#)
- 4.) Enter the appropriate information in all of the fields. At the bottom, you will need to create a username and password. Choose a username and password that are easy to remember and store them someplace safe. Hit **SUBMIT**.
- 5.) You will now be viewing the Career Center dashboard. From here you may:
  - Search our database for qualified applicants
  - Post or edit job listings
  - Update your profile information
- 6.) To complete the registration, an Institute staff member must connect your profile to your organization's membership. Please notify Jasmin Clark at [jclark@aha.org](mailto:jclark@aha.org) that your profile is complete and needs to be connected.
- 7.) Once your profile is linked to your organization's membership, you have access to post unlimited jobs or connect with applicants in the Career Center database.

Note: All Institute memberships are organizational, not individual. Membership benefits extend to every employee in your health care organization. Therefore, we recommend that every employee accessing the Career Center create their own profile, instead of sharing a username and password for a single profile. Please notify us if an employee leaves your organization so that we can close their profile. Profiles of current employees will remain active.

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Need assistance?

Contact Membership and Education Specialist, Jasmin Clark, at 312-422-2658.



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### Posting a Job Opportunity

Posting in the Institute Career Center is a benefit reserved *exclusively* for Institute members. This guarantees that your job openings don't compete for attention with thousands of non-member organizations. To post a job opportunity, follow these steps:

- 1) Login to the [Institute Career Center](#).
- 2) Select **"Post or edit employment opportunities"**.
  - If you are unable to select "Post or Edit", it may mean that your profile has not been linked to your organization's membership by Institute staff, or that your organization's membership has lapsed. Contact Jasmin Clark at [jclark@aha.org](mailto:jclark@aha.org) to have your account reviewed for eligibility.
- 3) If your account is in good standing, then the system will display your contact information. Verify that it is all correct.
  - Update any incorrect information and select **"CONTINUE"** to save your changes.
  - If everything is correct, select **"CONTINUE"**.
- 4) Select **"ADD NEW JOB"**.
- 5) Fill out all of the information for your job opportunity and select **"CONFIRM"** at the bottom of the form.
- 6) The job will now be submitted to the Institute for approval. We vet every job listing for accuracy and to confirm that the organization posting is a member of the Institute. All jobs will be approved within 24 hours of submission. To expedite a posting, email Jasmin Clark at [jclark@aha.org](mailto:jclark@aha.org).

Once a job is approved, it is available for viewing online. You may log in and edit the job posting at any time. If the position is filled, then you can make the job posting inactive. This will remove it from the job seeker database, although the information stays accessible to you.

### Searching for a candidate in the database

You may also use the search function of the Career Center to locate a candidate in your area. Follow these instructions to find job applicants:

- 1) Login to the [IFD Career Center](#).
- 2) On the home page, click **"Find qualified candidates when you have an opening on your team."**
- 3) Agree to the Terms of Use.
- 4) Select any relevant fields or leave them blank and select your state to see all available candidates. Click **"Search"**.
- 5) Your options will be listed with the candidate's name, phone number and last login date. Click on a name to view the candidate's profile and résumé. It's that easy!

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Contact Membership and Education Specialist, Jasmin Clark, at 312-422-2658.