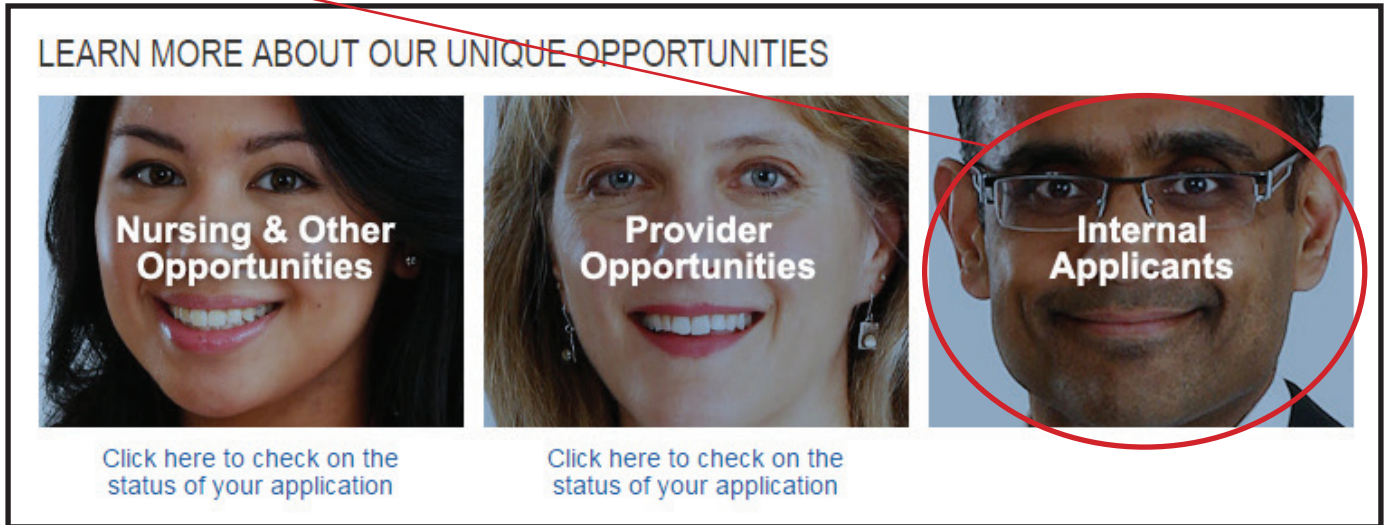
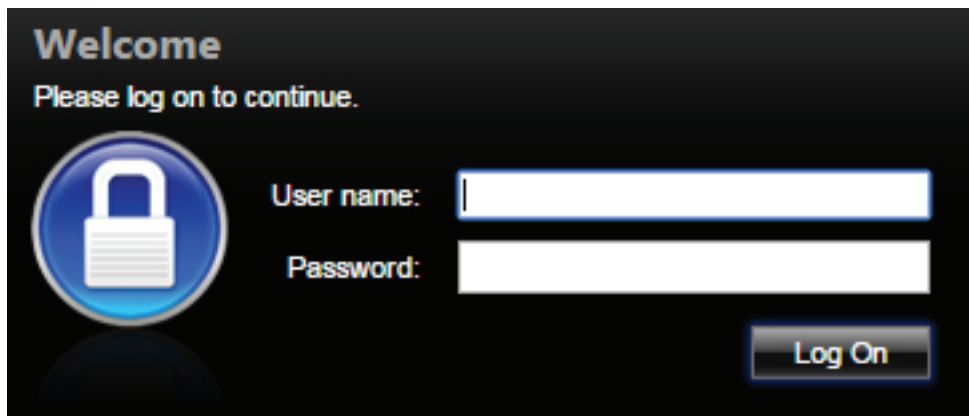


# How to Check the Status of Your Application Internal Applicants

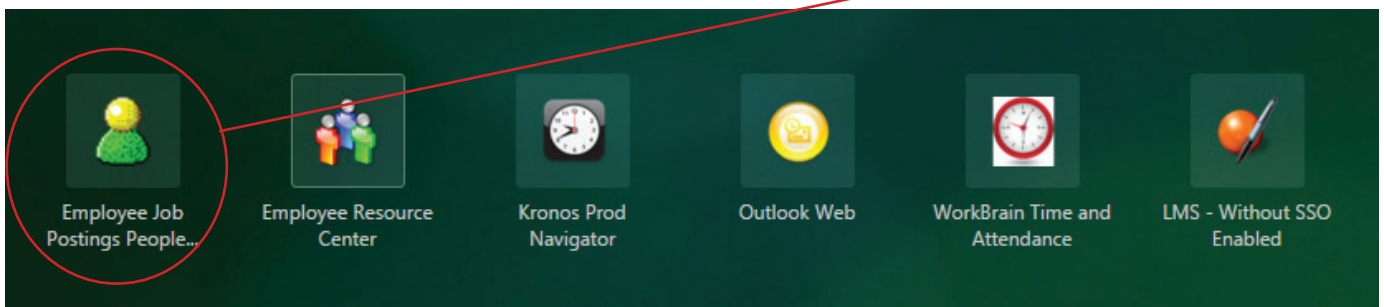
1. Access MultiCare's Career page at [jobs.multicare.org](http://jobs.multicare.org) and click on the "Internal Applicants" option.



2. Enter your Citrix user name and password (same ones you use to access MHS computers):



3. Click on the "Employee Job Postings PeopleClick" icon:



4. Click on “View My Account”.

**JOB SEARCH (FOR MULTICARE EMPLOYEES)**

Please utilize the tabs, buttons and links on this page to navigate between web pages. Utilizing your web browsers back and forward arrows can create performance issues.

View Job Cart (0) **View My Account** Submit Resume

- External candidates (including agency staff and volunteers) must apply using the [MultiCare Jobs](#) site.
- Current MultiCare employees (including medical providers) continue your job search below.

Only show options associated with current openings

5. “Sign In” using the e-mail address and password associated with your candidate profile (which you created when you first applied for a job). Then click “Submit”.

**Sign In**

Please utilize the tabs, buttons and links on this page to navigate between web pages. Utilizing your web browsers back and forward arrows can create performance issues.

Search View Job Cart (0) Submit Resume

[Apply for the first time.](#) (Click the link to create a new candidate account.)

No e-mail account? Click a link to create a free one! [Gmail](#) [Yahoo Mail](#)

**Returning Visitor?**

Sign in to existing candidate account.  
Enter your e-mail address and password below and click “submit” to access your candidate account, job application status and job search agents.

E-mail Address

Password

Remember Me

[I have forgotten my password](#)

**Submit**

6. Click on “View Submission Status”.

**Account Information**

Here you may update your contact and personal information along with your account password.

[Add or Edit Personal Information.](#)  
[Update Your Password.](#)

**Submission Activity**

Here you may review the status of any submissions you have made online along with any requests for additional information from our recruiting staff.

[View Submission Status.](#)  
[View Information Requests.](#)

7. The “Application Status” screen shows your status for each position you’ve applied to:

## APPLICATION STATUS

<a href="#">Search</a>	<a href="#">View My Account</a>	<a href="#">View Job Cart (0)</a>	<a href="#">View Information Requests</a>
Status	Title ▲	Job ID	Date Applied
Filled	Administrative Asst I	12921	Mar 21, 2011
Filled	Clinic/Phys Ofc LPN (NR)	164	Jan 7, 2008
Cancelled	Health Home RN	12431	Jun 23, 2011
Filled	Health Info Tech	13109	Jun 22, 2011
Filled	Health Info Tech (cku8)	14467	Aug 23, 2011

### Status Descriptions:

**Cancelled:** There is no longer a need to staff this position

**Closed:** There is no longer a need to staff this position

**Considering:** The position is not yet filled and you are still being considered

**Filled:** The position was filled with another candidate

**Hired:** You were hired into this position

**Not Selected:** A decision has been made that you are not among the most qualified candidates for this position

**Resume Received:** Your resume was received and is in review