# APPLY TO PENN HIGHLANDS HEALTHCARE JOBS INTERNALLY!

# Your CAREER



For questions or more information, please contact a Recruiter or email careers@phhealthcare.org

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Are you already employed with Penn Highlands Healthcare and want to change your position? Follow the steps below to apply for Penn Highlands Healthcare jobs internally.

#### Step 1:

Log into Infor with your specific Infor credientials.

#### Step 2:

Once logged in, on the left-hand side of the screen, ensure the "Employee" category is selected.



### Step 3:

On the menu, select the "Opportunities" option.

् Search
Home
Employee Ask
View Compensation
+ Benefits
My Profile
Find A Coworker
Opportunities
Take Notes

### Step 4:

Once you select the "Opportunities" option, a list of jobs will appear. You can then search or apply to any of the jobs listed. Apply by using the blue "Apply" button located on the job posting.





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