

Taleo Login FAQ for External Candidates

How do I log into the Taleo job site as an external candidate?

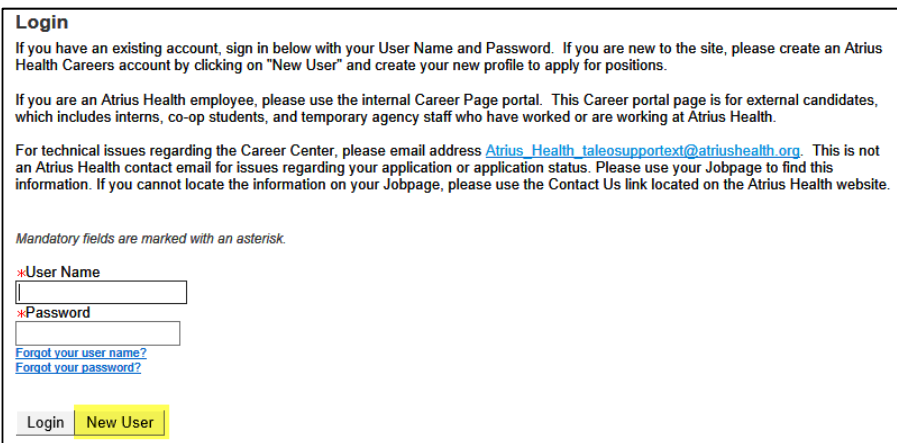
As a first-time user:

1. Click 'Sign In' in the upper right-hand corner.



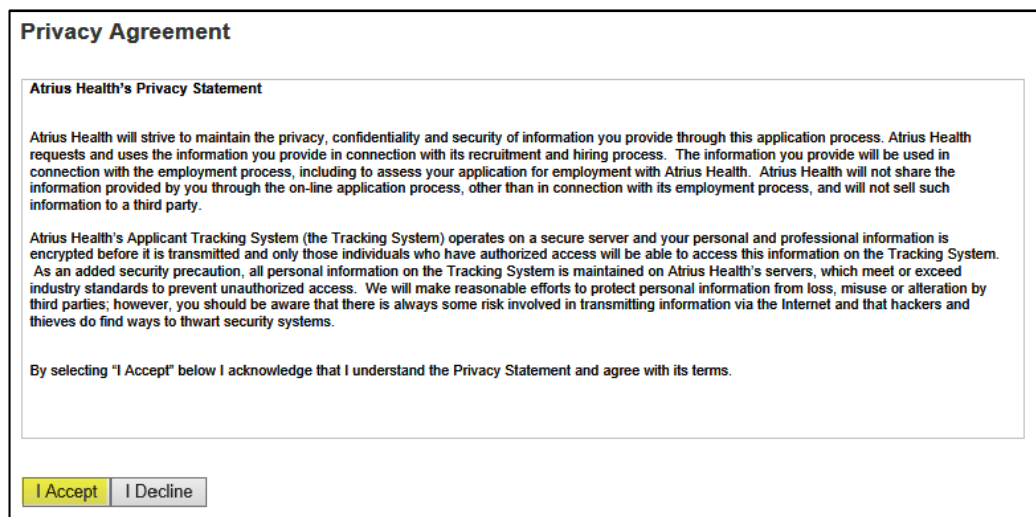
The screenshot shows the top navigation bar of the Taleo job site. It features a blue header with the text "Welcome. You are not signed in. | My Account Options" on the left and "My Job Cart | Sign In" on the right. Below the header, there are two main navigation buttons: "Job Search" and "My Jobpage". Under "My Jobpage", there are two sub-buttons: "Advanced Search" and "All Jobs".

2. Click 'New User'



The screenshot shows the login page of the Taleo job site. It has a white background with a black border. The title is "Login". Below the title, there are two paragraphs of text. The first paragraph says: "If you have an existing account, sign in below with your User Name and Password. If you are new to the site, please create an Atrius Health Careers account by clicking on 'New User' and create your new profile to apply for positions." The second paragraph says: "If you are an Atrius Health employee, please use the internal Career Page portal. This Career portal page is for external candidates, which includes interns, co-op students, and temporary agency staff who have worked or are working at Atrius Health." Below the paragraphs, there is a note: "For technical issues regarding the Career Center, please email address Atrius_Health_taleosupportext@atriushealth.org. This is not an Atrius Health contact email for issues regarding your application or application status. Please use your Jobpage to find this information. If you cannot locate the information on your Jobpage, please use the Contact Us link located on the Atrius Health website." Below the note, there is a line of text: "Mandatory fields are marked with an asterisk." Below that, there are two input fields: "User Name" and "Password", both with an asterisk next to their labels. Below the "User Name" field, there are two links: "Forgot your user name?" and "Forgot your password?". At the bottom, there are two buttons: "Login" and "New User".

3. Accept the Privacy Agreement.



The screenshot shows the Privacy Agreement page of the Taleo job site. It has a white background with a black border. The title is "Privacy Agreement". Below the title, there is a section titled "Atrius Health's Privacy Statement". Below the title, there are two paragraphs of text. The first paragraph says: "Atrius Health will strive to maintain the privacy, confidentiality and security of information you provide through this application process. Atrius Health requests and uses the information you provide in connection with its recruitment and hiring process. The information you provide will be used in connection with the employment process, including to assess your application for employment with Atrius Health. Atrius Health will not share the information provided by you through the on-line application process, other than in connection with its employment process, and will not sell such information to a third party." The second paragraph says: "Atrius Health's Applicant Tracking System (the Tracking System) operates on a secure server and your personal and professional information is encrypted before it is transmitted and only those individuals who have authorized access will be able to access this information on the Tracking System. As an added security precaution, all personal information on the Tracking System is maintained on Atrius Health's servers, which meet or exceed industry standards to prevent unauthorized access. We will make reasonable efforts to protect personal information from loss, misuse or alteration by third parties; however, you should be aware that there is always some risk involved in transmitting information via the Internet and that hackers and thieves do find ways to thwart security systems." Below the paragraphs, there is a line of text: "By selecting 'I Accept' below I acknowledge that I understand the Privacy Statement and agree with its terms." Below the text, there are two buttons: "I Accept" and "I Decline".

5. Enter the required fields and click "Register."

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

*User Name

*Password

*Re-enter Password

Email Address

Re-enter Email Address