

## INTERNAL APPLICANT INSTRUCTIONS

1. Log in to Citrix Portal

<https://citrixaccess.harrishealth.org/vpn/index.html>

2. Click on HCHD HomePage
3. Click on PeopleSoft
4. Select “Employee Self Service” from the “Enterprise Menu”
5. Find “Recruiting Activities” and click on “Careers “
6. Search for positions:
  - a. Option # 1
    - i. Navigate to *Employee Self Service > Recruiting Activities > Careers*
    - ii. Type in keywords for your search and click “Search”.



Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Careers Home  
**Welcome**

**Basic Job Search**

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

**My Career Tools**

[2 Accepted/Unaccepted Applications](#)

[0 Cover Letters and Attachments](#)

[2 Saved Resumes](#)

[My Profile](#)

**Notification Information**

First Previous Next Last

Select	From	Subject	Received
<input type="checkbox"/>	Recruiting Team	<a href="#">Questionnaire Completion 124464</a>	11/08/2013 12:00AM
<input type="checkbox"/>	Recruiting Team	<a href="#">Questionnaire Completion 129208</a>	01/16/2015 12:00AM

[Select All](#) [Deselect All](#)

- b. Option # 2
  - i. Click on “Advance Search”
  - ii. Type in keywords and/or select any other criteria you desire which may include one of the following CHC locations:
    - CHC Central Campus
    - CHC Northwest Campus
    - CHC Beaumont Campus
    - CHC Telework

## Job Search

### Advanced Job Search

[Search](#) [Clear](#) [Save Search](#) [Basic Search](#) [Search Tips](#)

Enter Keywords:

Select Locations:

CHC (Comm Hlth Choice) S. Loop  
CHC (Comm Hlth Choice) S. Loop  
CHC - Beaumont Campus  
CHC - Central Campus  
CHC - Northwest Campus  
CHC Dental Center

To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections

Select Job Families:

All Job Families  
Administration Operations  
Administrative Professional  
Administrative Support  
Agency

Full/Part Time:

Regular/Temporary:

Desired Pay:

Currency:

Job Opening ID:

Recruiter:

Hiring Manager:

Find Jobs Posted Within:

Anytime

Display Results Sorted By:

[Search](#) [Clear](#) [Save Search](#) [Basic Search](#) [Search Tips](#)

7. Review the "Search Results" of job openings and click on the "Posting Title" for the position you are applying (graphic on next page).

## Job Search

[View Advanced Search Criteria](#)

✓ 44 Results Found

### Search Results

Deselect All

[Save Jobs](#)

[Apply Now](#)

◀ First

◀ Previous

Next ▶

Last ▶▶

### Search Results

Select	Created	Posting Title	ID Nbr	Job Family	Location
<input type="checkbox"/>	10/03/2019	<a href="#">Compliance Support Specialist</a>	148080	CHC Professional	CHC - Central Campus
<input type="checkbox"/>	10/02/2019	Care Coordinator II	148059	CHC Administrative	CHC - Central Campus

8. Click on Apply Now.

## Job Description

**Job Title:** Compliance Support Specialist  
**Job ID:** 148080  
**Location:** CHC - Central Campus  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular  
**Hiring Range:** Annual Minimum to Midpoint: \$46,100.00 – \$55,300.00

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

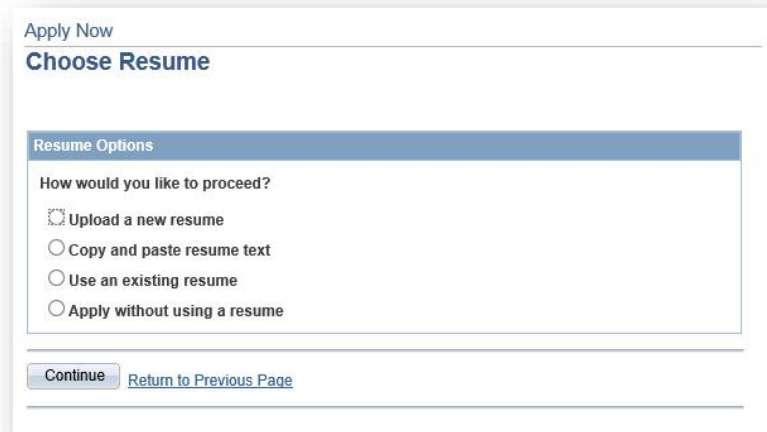
[Refer Friend](#)

[Return to Previous Page](#)

### Job Profile

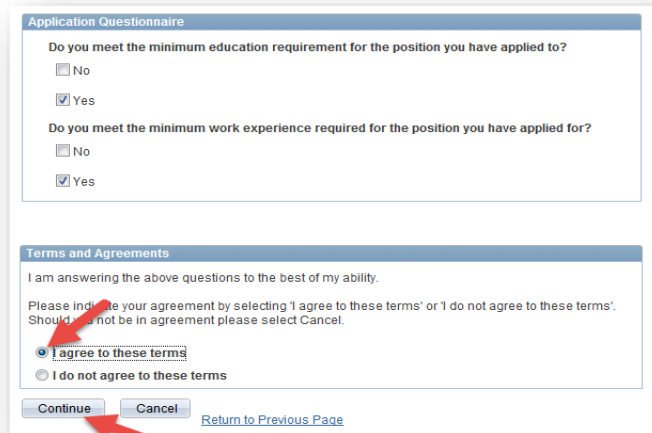
The Compliance Support Specialist will assist with all reporting required by regulatory bodies or vendors that involves Risk Adjustment, HEDIS and Fraud, Waste and Abuse (FWA) along with any internal reports to demonstrate efficacy of the program and internal controls. The primary responsibility of this role is to serve to support the centralized chart collections for HEDIS, RADV, Risk Adjustments and FWA as required by state and federal statute to ensure compliance with such. Additionally, this role oversees and facilitates the SIU recoupment process, development of articles for newsletters and other communications, and other special projects, as assigned. In addition, this role will serve in support of the team with scheduling of meetings and documenting of outcomes. This position supports Risk Adjustment and the Special Investigation team.

9. Select one of the “Resume Options” and click “Continue”.



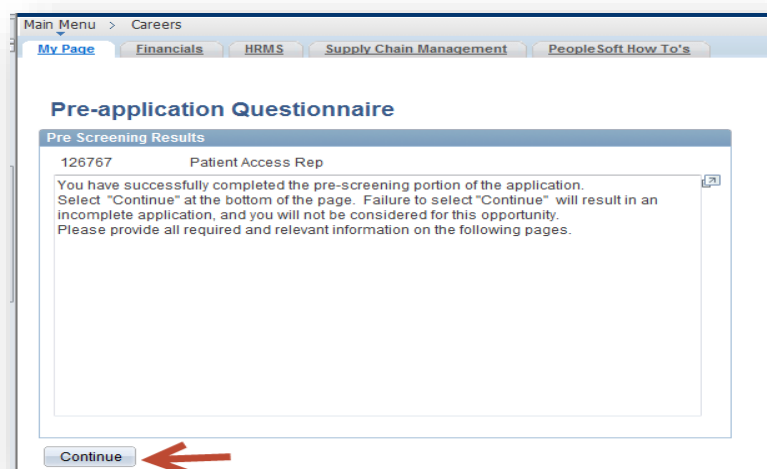
The screenshot shows a web form titled "Apply Now" with a sub-header "Choose Resume". Below this is a section titled "Resume Options" with the question "How would you like to proceed?". There are four radio button options: "Upload a new resume" (which is selected), "Copy and paste resume text", "Use an existing resume", and "Apply without using a resume". At the bottom of the form, there is a "Continue" button and a link that says "Return to Previous Page".

10. If the job opening does not have pre-screening questions, proceed to application.
11. You cannot continue with the application process unless you answer “Applicant Questionnaire” and “Terms and Agreement”. These are required. Answer each question and click “I agree to these terms” options.



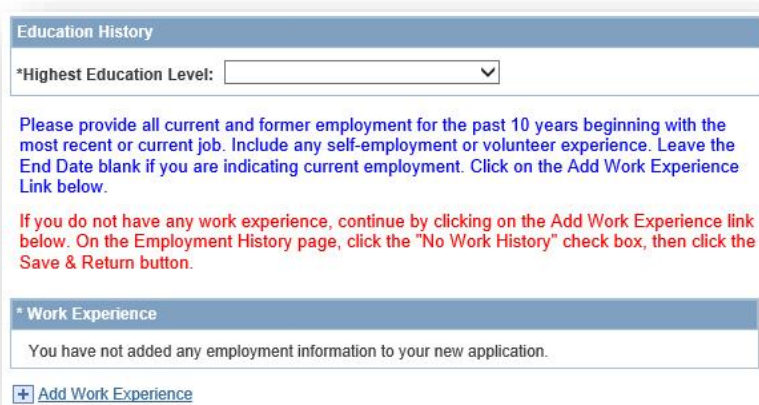
The screenshot shows a web form titled "Application Questionnaire". It contains two questions with radio button options. The first question is "Do you meet the minimum education requirement for the position you have applied to?" with "No" and "Yes" options; "Yes" is selected. The second question is "Do you meet the minimum work experience required for the position you have applied for?" with "No" and "Yes" options; "Yes" is selected. Below these questions is a section titled "Terms and Agreements" with the text "I am answering the above questions to the best of my ability." and "Please indicate your agreement by selecting 'I agree to these terms' or 'I do not agree to these terms'. Should you not be in agreement please select Cancel." There are two radio button options: "I agree to these terms" (which is selected) and "I do not agree to these terms". At the bottom of the form, there is a "Continue" button, a "Cancel" button, and a link that says "Return to Previous Page". Red arrows point to the "I agree to these terms" radio button and the "Continue" button.

12. Your pre-screening results appear, indicating whether you are eligible to continue with your application. If not eligible, click “OK” to return to Careers Home page or if eligible click “Continue”.



The screenshot shows a web application interface. At the top, there is a navigation bar with 'Main Menu > Careers' and several tabs: 'My Page' (active), 'Financials', 'HRMS', 'Supply Chain Management', and 'PeopleSoft How To's'. Below the navigation bar is the title 'Pre-application Questionnaire'. Underneath is a section titled 'Pre Screening Results' with a sub-header '126767 Patient Access Rep'. The main content area contains the following text: 'You have successfully completed the pre-screening portion of the application. Select "Continue" at the bottom of the page. Failure to select "Continue" will result in an incomplete application, and you will not be considered for this opportunity. Please provide all required and relevant information on the following pages.' At the bottom of the page, there is a 'Continue' button, which is highlighted by a red arrow.

13. Select the highest education level achieved from the drop down box.  
14. Click the “Add Work Experience” link.



The screenshot shows a web application interface for the 'Education History' section. At the top, there is a title bar 'Education History'. Below it is a form field labeled '\*Highest Education Level:' with a dropdown menu. The main content area contains the following text: 'Please provide all current and former employment for the past 10 years beginning with the most recent or current job. Include any self-employment or volunteer experience. Leave the End Date blank if you are indicating current employment. Click on the Add Work Experience Link below.' Below this text is a red message: 'If you do not have any work experience, continue by clicking on the Add Work Experience link below. On the Employment History page, click the "No Work History" check box, then click the Save & Return button.' At the bottom of the page, there is a section titled '\* Work Experience' with the text 'You have not added any employment information to your new application.' and a link '+ Add Work Experience'.

15. Enter Employment Details; start date/end date of employment, employer name, ending job title, ending pay rate, telephone number, description of duties, and address.
16. To save information for one job and immediately begin entering information for another job, click “Save and Add More”. A new blank employment history form will appear. Otherwise, click “OK”.

**Add Employment History**

If you do not have any work history, please check the 'No Work History' checkbox, then click the Save & Return button.

☐ No Work History

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

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**Enter Employment Details**

\*Start Date:

End Date:

\*Employer:

\*Ending Job Title:

Ending Pay Rate:

Telephone:

Description of Duties:

17. Enter School Education by clicking on the “Add School Education” link.
18. Click on the “Look Up” icon to select from the list or type in the free form field.
19. Enter “Date Acquired”. These are the only two required pieces of information. However, you can continue entering all the other fields.
20. Click on the “Look Up” to select “Country” and “State”.

**Add School Education**

**Details**

\*Education Level:

\*Date Acquired:

Country:

State:

☐ Completed

School Name and City:

[OK](#) [Cancel](#) [Apply and Add Another](#)

21. Enter degree information by clicking “Add Degrees” link.
22. Click on the look up icon to select from the list of degrees.
23. Enter date degree was acquired. Complete remaining fields.
24. Click “OK” or “Apply and Add Another” and repeat steps.

The screenshot shows a web form titled "Add Degrees". It has a "Details" section with the following fields: "\*Degree:" (text input with a look-up icon), "\*Date Acquired:" (date input with a calendar icon, showing 10/04/2019), "Major Code:" (text input with a look-up icon), "Country:" (text input with a look-up icon), "State:" (text input with a look-up icon), "School Code:" (text input with a look-up icon), "School Description:" (text input), "Major Description:" (text input), and "School Name and City:" (text input with a look-up icon). There is a checkbox labeled "Check if degree is completed" next to the "School Name and City" field. At the bottom, there are three buttons: "OK", "Cancel", and "Apply and Add Another".

25. Click the “Add Licenses and Certifications” link.
26. Click on the look up icon to add new licenses.
27. Enter issue date, country, state, licensure number, expiration date, and issued by information.
28. Click “OK” or “Apply and Add Another” and repeat steps.

The screenshot shows a web form titled "Add Licenses & Certifications". It has a "Details" section with the following fields: "\*License:" (text input with a look-up icon), "\*Issue Date:" (date input with a calendar icon, showing 10/04/2019), "Country:" (text input with a look-up icon), "State:" (text input with a look-up icon), a checkbox labeled "Renewal in Progress", "Expiration Date:" (date input with a calendar icon), "License/Certification Number:" (text input with a look-up icon), and "Issue By:" (text input with a look-up icon). At the bottom, there are three buttons: "OK", "Cancel", and "Apply and Add Another".



29. Click the “Add Language Skills” link.
30. Click on the look up icon to add a language.
31. Click the drop down option to rate Reading, Speaking, and Writing Proficiency.
32. Click the check box if you are able to translate.
33. Click on “OK” or “Apply and Add Another” and repeat steps.
34. Click “Next” to proceed with the online application.

35. Answer all multiple choice and open ended application questions.
36. Answer “Criminal History” question.
37. Click “Next”.



38. Enter general information about your preferences. This includes your desired start date, preferred work schedule, minimum salary requirement, etc. There are no required fields on this page.
39. Click “Next”.

Use this section to tell us what you are looking for in terms of location, working time and type of job.

**Preferences**

Desired Start Date:

Are you willing to relocate?

Are you willing to travel?

Travel Percentage:

Regular/Temporary:

**Desired Work Days**

☒ Monday ☒ Tuesday ☒ Wednesday  
☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Full/Part-Time:

Desired Shift:

Minimum Pay:

Currency Code:

Desired Hours Per Week:

Pay Frequency:

**Geographic Preference**

First Choice:  Second Choice:

Comments:

40. Click on “Add Reference” link.
41. Reference page will appear. Complete type, name, title, employer, telephone, and address fields.
42. Click “Save & Return “ or “Save & Add More” and repeat steps.

**Add New Application**

**Add Reference**

[Return to Previous Page](#)

**Enter Reference Details**

\*Reference Type:

\*Reference Name:

\*Title:

Employer:

Telephone:

43. Complete relatives name, location, relationship and departments.
44. Click the plus sign to add more relatives.
45. Answer remaining questions.

**Relative(s) Working for the Organization**

If you have any relatives currently employed by Harris Health System, please complete the information below to the best of your ability. Enter name using format of Lastname,Firstname

Name	Location	Relationship to You	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tell us how you found out about the job by selecting an option from the drop down list. If you are unable to find an associated SubSource from the drop down list, please enter the details in the Specific Referral Source box provided.

**Referral Information**

\*How did you learn of the job:

SubSource:

\*Specific Referral Source:

\* Required Field

### INTERNAL APPLICANT – REVIEW APPLICATION STATUS

- Navigation to *Self Service> Recruiting Activities> Careers>*
- Click Accepted / Unaccepted Application link in the My Career Tools section. If no positions display, click Refresh button.
- Review applications statuses:
  - Applied: The application was submitted.
  - Not Applied: The applicant saved the application without submitting it, or the application was submitted when an employee referred the applicant.
  - Not Submitted – The applicant did not meet the prescreening criteria and not eligible to continue application.

Note. The application status does not reflect any recruiting activity after the applicant submitted the application. Even if the applicant is rejected (either through online screening or any other way), or if the job opening is filled, the status for a submitted application remains Applied.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

**My Career Tools**

Applicant60 Peoplesoft60  
2525 Kirby  
Houston, TX 77054

**My Applications**

Display applications from:  [Refresh](#)

First Previous Next Last

Application	Status	Application Date
<a href="#">Patient Care Assistant I - NO CLONE YM</a>	Applied	06/29/2015 10:19AM
<a href="#">Nurse Clinician II - BT - 7PM to 7AM</a>	Not Applied	06/29/2015 6:35PM
<a href="#">Assistant Nurse Manager - Smith Clinic/My</a>	Not Submitted	06/29/2015 6:36PM