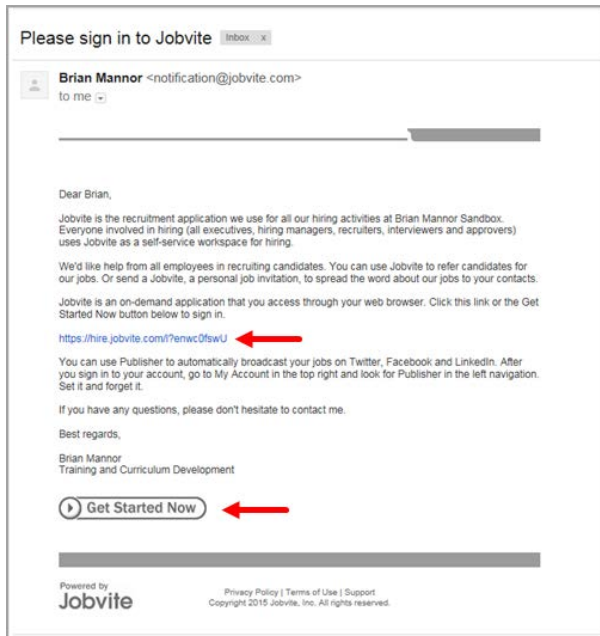


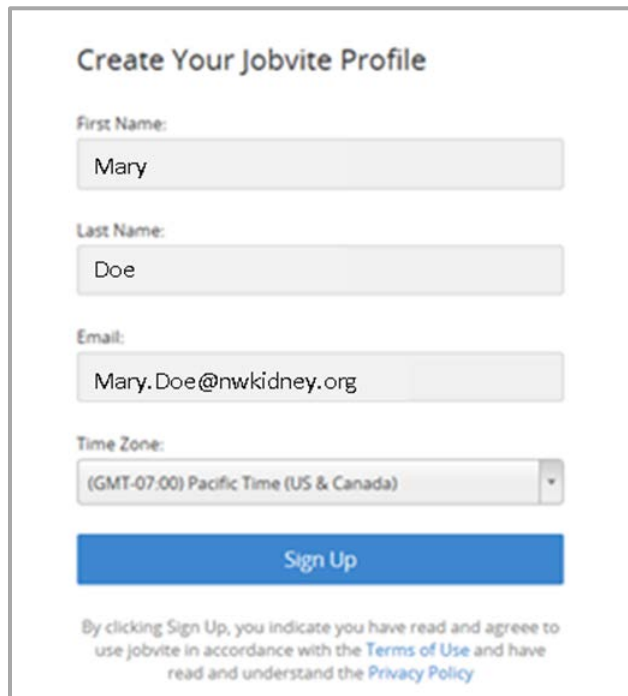
Quick Start Guide for Jobvite – NKC Employees

Registration



As you get started with Jobvite, you will receive an invitation email similar to what is pictured below. Click on either the link or the **"Get Started Now"** button to set up your Jobvite account.

In the resulting window, select **"Sign Up."** **Make sure you are registering with your current work email for your work computer.** If you are on a work computer, it should not ask you for a password.

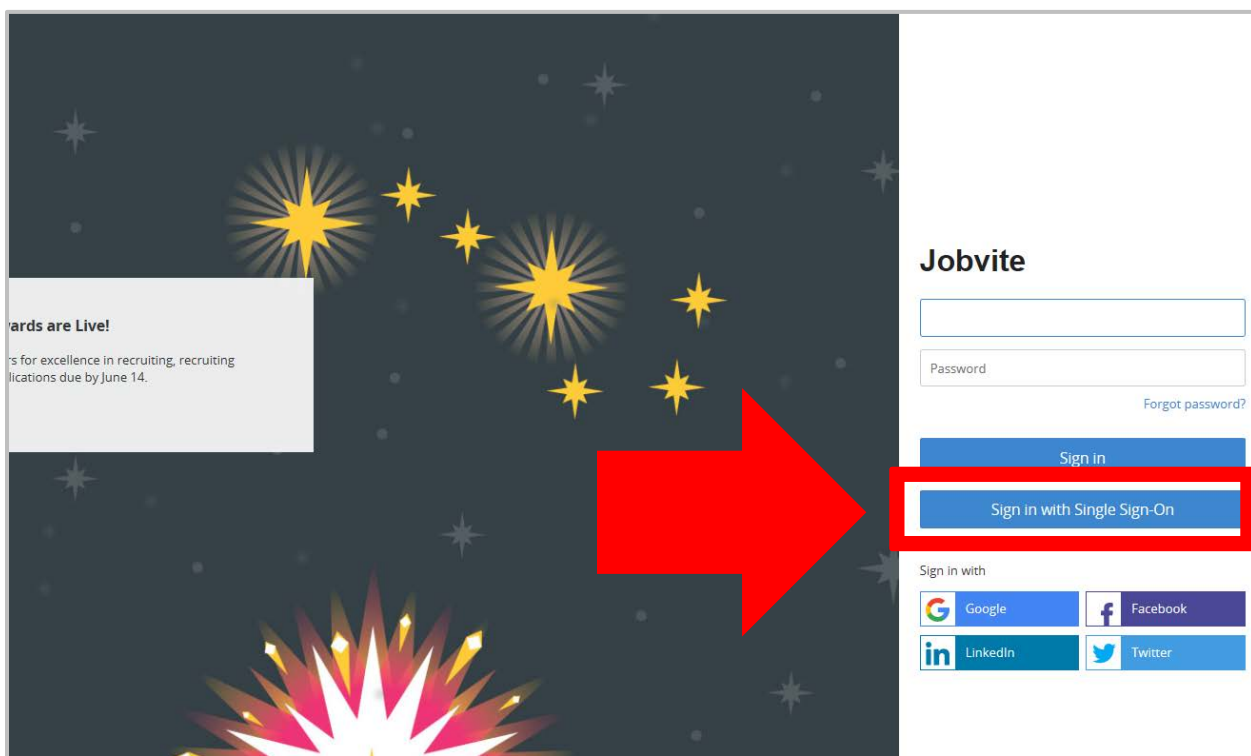
A screenshot of the "Create Your Jobvite Profile" form. It contains the following fields: "First Name:" with the value "Mary", "Last Name:" with the value "Doe", "Email:" with the value "Mary.Doe@nwkidney.org", and "Time Zone:" with a dropdown menu showing "(GMT-07:00) Pacific Time (US & Canada)". Below these fields is a blue "Sign Up" button. At the bottom, there is a disclaimer: "By clicking Sign Up, you indicate you have read and agree to use jobvite in accordance with the [Terms of Use](#) and have read and understand the [Privacy Policy](#)".

Registration continued

From this point forward, you will simply log into Jobvite at the following URL:

<https://app.jobvite.com/Login/jvLogin.aspx?role=em> . You should save this as a favorite in your web browser. The supported browsers include Firefox, Chrome, and the latest 2 versions of Internet Explorer.

Make sure you select “**Sign on with Single Sign-On.**” NKC uses Single Sign-On for your convenience. This way, you never have to remember a separate password to log into Jobvite, it uses your NKC computer/email login info and even updates itself as your passwords change every few months.



To apply for jobs, use the links found on the new internal career site on K-Net or the Jobvite home page dashboard, in the **All Open Requisitions** section, or go to the **Requisitions** tab to apply. Click the **Apply** button to get started.

Internal NKC career page powered by Jobvite

Work With a Purpose

Select a Department ▾

Select a Category ▾

Select a Job Type ▾

↶

🔍

[← Go Home](#)

Job Name	Referral Bonus Eligible	Job Type	Department
Clinic Unit Coordinator		Part-Time	Kent Kidney Center
Clinic Unit Coordinator		Part-Time	Renton Kidney Center
Clinic Unit Coordinator		Full-Time	Lake Washington Kidney Center
Hospital Services Scheduler		Full-Time	NKC Hospital Services
Registration and Insurance Coordinator		Full-Time	Patient Finance
Unit Coordinator		Part-Time	Federal Way West Kidney Center
Dialysis Technician		Full-Time	Scribner Kidney Center
Dialysis Technician		Full-Time	SeaTac Kidney Center

Click on any of the **Job Names** (Job Title) and it will take you to the Job Details page. From there select the **“Apply”** button at the top or bottom of the page.

Clinic Unit Coordinator

[APPLY](#)

Administrative/Clerical • Kent, Washington

Description

Northwest Kidney Centers at its Kent Kidney Center site seeks a part time Clinical Unit Coordinator.

Responsibilities

The Clinical Unit Coordinator is responsible to the Nurse Manager for facilitating Unit activities, which include but are not limited to all Unit clerical duties, supply ordering and control. This position is responsible for EMR data including scanning, running daily reports and submitting information to appropriate people or departments. The role prepares and coordinates lab work, patient transportation, and utilizes Kaizen principles for improvement processes, operating phones, computers, fax, copy/scanning machines and other equipment.

Requirements

- Equivalent of a high school diploma
- Prior experience with keyboarding, MS products, communications related training
- Equivalent of one year prior medical reception experience with responsibilities for public contacts and use of medical terminology
- Willingness to work with patients following Kidney Centers' guidelines

Shift

Part time, 30 hours, 2:00 p.m. - 8:30 p.m. Monday through Friday.

Northwest Kidney Centers is an equal opportunity employer. We don't discriminate on the basis of race, gender, sex, sexual orientation, age, religion, national origin, disability, genetics or veteran status.

[APPLY](#)
[APPLY LATER](#)

[← Back to Current Openings](#)

Jobvite Home Page Dashboard

Jobvite Requisitions Jobvites

[Launch Dashboard Tour](#) [Settings](#)

Links
 Send a Jobvite
 Refer a friend

All Open Requisitions

Senior Accountant San Mateo	+ Apply -< Jobvite
Product Marketing Manager New York	+ Apply -< Jobvite
Staff Accountant 1 San Mateo	+ Apply -< Jobvite
Market Research Analyst San Mateo	+ Apply -< Jobvite
Customer Success Account Manager San Mateo	+ Apply -< Jobvite
Market Research Analyst II San Mateo	+ Apply -< Jobvite
Staff Accountant I San Mateo	+ Apply -< Jobvite
Staff Accountant San Mateo	+ Apply -< Jobvite

1 - 8 of 8

Billboard
No Announcements

My Referrals
No Referrals

My Pending Evaluations

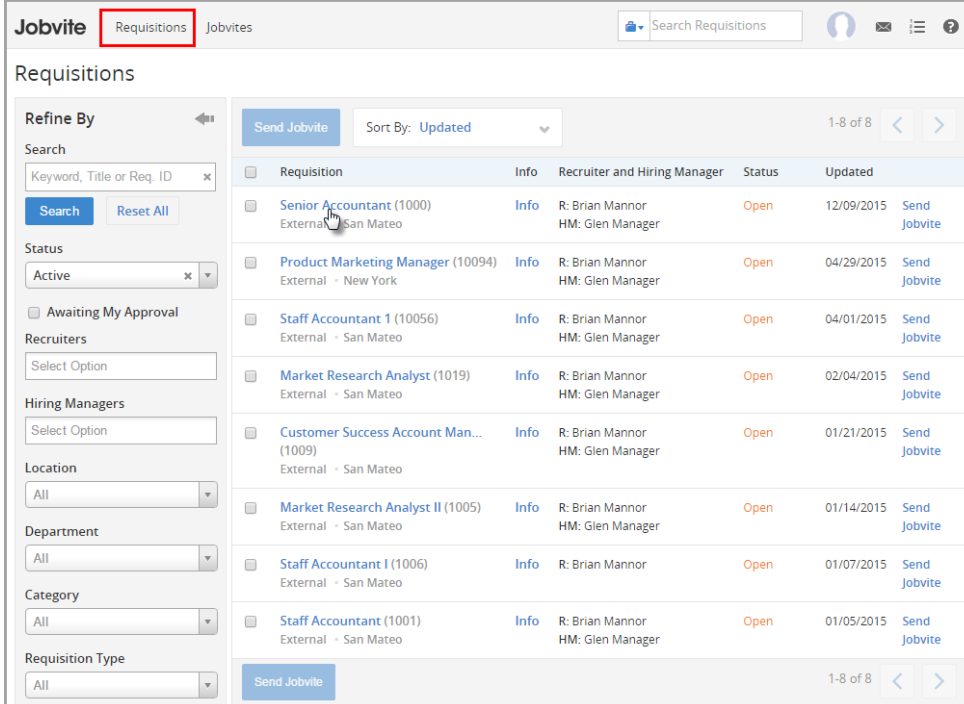
Rosanne Li Interviewed on December 23, 2015	Submit
Rosanne Li Interviewed on December 18, 2015	Submit
James Hayes Interviewed on December 16, 2015	Submit
Linda Stauffer Interviewed on December 07, 2015	Submit

1 - 4 of 4

My Pending Offer Approvals
No Approvals

Requisitions Tab

Search for and select the desired Requisition; click on the title to open the record.



Jobvite Requisitions Jobvites

Search Requisitions

Requisitions

Refine By

Search

Keyword, Title or Req. ID

Search Reset All

Status

Active

Awaiting My Approval

Recruiters

Select Option

Hiring Managers

Select Option

Location

All

Department

All

Category

All

Requisition Type

All

Send Jobvite

Sort By: Updated

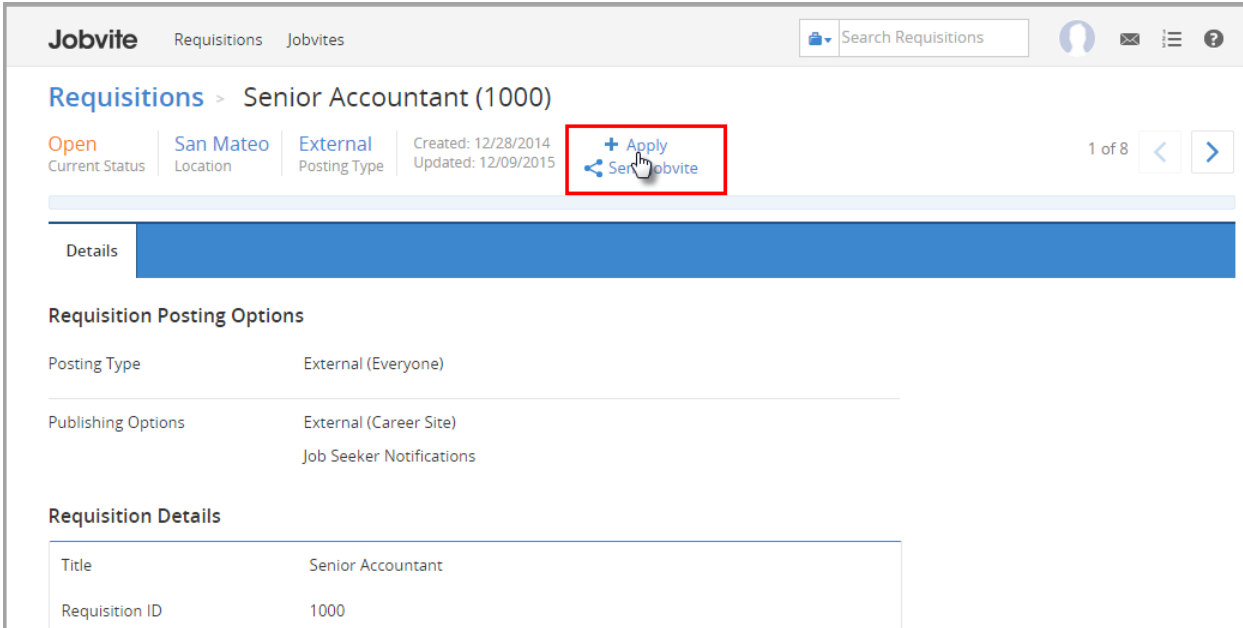
1-8 of 8

Requisition	Info	Recruiter and Hiring Manager	Status	Updated
Senior Accountant (1000) External - San Mateo	Info	R: Brian Mannor HM: Glen Manager	Open	12/09/2015 Send Jobvite
Product Marketing Manager (10094) External - New York	Info	R: Brian Mannor HM: Glen Manager	Open	04/29/2015 Send Jobvite
Staff Accountant 1 (10056) External - San Mateo	Info	R: Brian Mannor HM: Glen Manager	Open	04/01/2015 Send Jobvite
Market Research Analyst (1019) External - San Mateo	Info	R: Brian Mannor HM: Glen Manager	Open	02/04/2015 Send Jobvite
Customer Success Account Man... (1009) External - San Mateo	Info	R: Brian Mannor HM: Glen Manager	Open	01/21/2015 Send Jobvite
Market Research Analyst II (1005) External - San Mateo	Info	R: Brian Mannor HM: Glen Manager	Open	01/14/2015 Send Jobvite
Staff Accountant I (1006) External - San Mateo	Info	R: Brian Mannor	Open	01/07/2015 Send Jobvite
Staff Accountant (1001) External - San Mateo	Info	R: Brian Mannor HM: Glen Manager	Open	01/05/2015 Send Jobvite

Send Jobvite

1-8 of 8

With the record open, click the **Apply** button.



Jobvite Requisitions Jobvites

Search Requisitions

Requisitions > Senior Accountant (1000)

Open
Current Status

San Mateo
Location

External
Posting Type

Created: 12/28/2014
Updated: 12/09/2015

+ Apply
Send Jobvite

1 of 8

Details

Requisition Posting Options

Posting Type External (Everyone)

Publishing Options External (Career Site)
Job Seeker Notifications

Requisition Details

Title	Senior Accountant
Requisition ID	1000

Application

Complete the application information. Options here may include the opportunity to connect your Facebook or LinkedIn profile to your application profile. You can upload your resume and/or cover letter, copy/paste text into the related fields, or simply type the information directly into the form.

When you are finished filling out the application information, click **Continue**.

[Jobs](#) > [Apply](#)


Application for employment at Brian Mannor Sandbox *Required Fields

San Mateo, CA, United States Senior Accountant

Insert a Resume

Information will automatically be inserted in the fields below.

Your Facebook profile can be submitted with your application (Optional)

 [Connect with Facebook](#)

Your LinkedIn profile can be submitted with your application (Optional)

[LinkedIn Profile](#)

From: Emily Employee (emilyemployee51@gmail.com)

Optional Information

Phone:

Cell Phone:

Cover Letter: (optional) Insert a document






Resume: Insert a document

Cancel

Continue

Application continued

Complete the additional information on the following page, then click **Submit Application**.

Jobvite Requisitions Jobvites  Search Requisitions    

Jobs > Application

Application Form *Required Fields
Please take a minute to fill out the following form. After you have completed your application an email will be sent to you with information about how to check the status of your application.

Employment Application

Personal Information

Name

Address

Address 1

Address 2

City

State

Select... ▼

Zip Code

Education

Education

University

Degree

Years Attended

Graduated?

☐ Yes

☐ No

Graduate School

Degree

Years Attended

Employment

Employment

Most Recent Job

Title

Years

References

Reference

Name

Work Relationship


Occupation

of years Acquainted

Telephone #

Cancel

Submit Application



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You will receive an email confirmation that your application has been received. You may also have the option to sign up for job notifications. Click **Continue** to finish and exit the application process.


Jobs Confirm Job Application

Job Application Confirmed

San Mateo, CA, United States [Senior Accountant](#)

Thank you for applying for the position: Senior Accountant. A confirmation has been sent to your email address: emilyemployee51@gmail.com. The email contains information about how to check the status of your application.

☐ Notify me about new jobs from my company

 **Continue**

Once you have applied you will be able to track your progress through your **Account**.