



Candidate Instructions

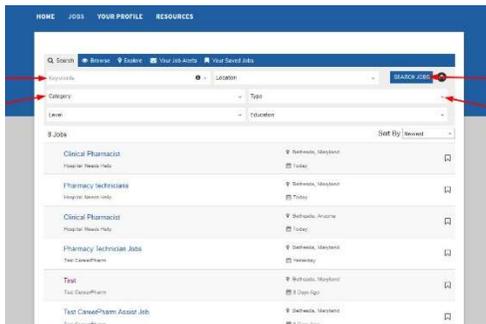
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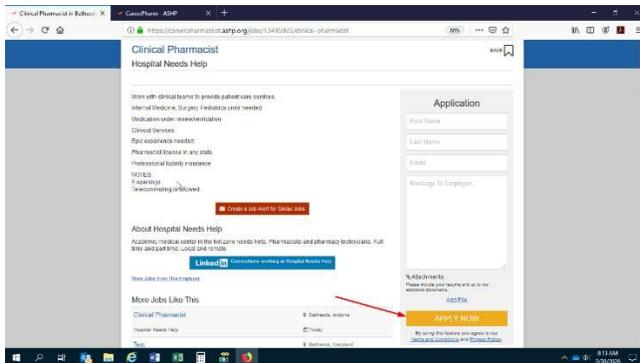
ASHP CareerPharm Rapid Connect Candidate Instructions

Browse the Job Board

1. Visit the [ASHP CareerPharm Rapid Connect Job Board](#)
2. Scroll down to see all jobs listed or drop down the relevant sortable categories to set your criteria.
3. Use the keyword field to make your search even more specific.
4. Click on the “Search Jobs” button



5. You will now see a list of relevant positions. If you'd like to change criteria, you can continue to use the sortable categories and keywords, just be sure to click “search jobs” each time you want to refresh.
6. Click on a job to view it. Within that listing, you can apply or click “next” to view the next job within your search criteria.



Creating Your Profile

1. Visit the [ASHP CareerPharm Rapid Connect Candidate home page](#) and click on “Sign Up Now” or “Sign In. If you are already signed in and remembered, click on “Home”



2. Click on “Your Profile” to go through the steps of creating your online profile. If you would like to edit your profile, click “Update Your Profile.”
3. Go through the profile categories as explained and fill to the best of your ability. Anything marked with a * is mandatory. Using the “Upload Resume” button on the first page will help auto-populate many categories. Important note: Employment history, education history, and CV are not required fields, but are highly recommended.
4. At the end, you can upload any documents you choose. These will be visible to an employer looking at your profile in the resume database.
5. Make sure to click “Apply Changes” when you are done.

Applying for an Opening

1. Scroll to the right side of a position description to which you'd like to apply to view the application area.
2. You can use the open box to send a message to the employer. They will receive this message along with your attached documents and a summary of your candidate profile. This is not intended to be your letter of intent or cover letter, but more of a general introduction.
3. In the "Attachments" section, you can add any document you'd like, including your CV, letter of intent, cover letter, etc. This will be attached to your application. The employer will also have access to your full profile should you have additional information/documents stored. You are required to attach a document to your application before you submit it.
 - a. IMPORTANT NOTE: Do NOT assume an employer will click past this application and view your full profile. If you want them to see your CV, letter of intent, or any other document, attach it to this application.
 - i. Click on "Used Saved" to add any documents you already have uploaded into your profile.
 - ii. Click on "Add File" to add any files you do not have in your current profile.
 - iii. You cannot use both a saved document and add a file. If you have a combination, click on add file and locate the documents you had saved to your profile.
 - iv. If you chose a file and would like to remove it, simply click on the x next to that file
4. One of 2 things will happen when you click "Apply Now." Either you will be directed to the employer's website or you will be send through the ASHP CareerPharm Rapid Connect application system. If they have chosen the latter, move to step 3.
5. Your request is now submitted for the employer to view. You can view a list of applications you have submitted on the [Candidate home page](#) in the "Applications" section.

