Using the Kaiser Permanente Online Job Application System

If you've ever applied for a Kaiser Permanente job during your career within KP, then chances are good that you have used the electronic job application system. The KP online job application system asks you to create a profile which summarizes your employment history, skills, and education. Your profile becomes your electronic representative each time you apply for a job. This means it is the first thing recruiters or HR reps see when they look at the applications submitted for the position. So if you don't make the most of your profile, it'll be that much more difficult for you to stand out and be considered for an interview. How do you do that? Here are 10 tips to help you maximize the impact of your KP profile:

1) To create or modify your profile, go to www.kaiserpermanentejobs.org (or go to KP Jobs from the KP Homepage), click Employee job search and log in. Then click "My Job Page." You'll see a link for your profile on the right side of the page.

2) The profile is one key to your job search success, but filling it out is a pain in the neck. So take a deep breath and make sure you give yourself ample time. Get a cup of coffee or tea, settle in, and complete the profile thoughtfully. Every time you apply for a job, adjust your profile so that it emphasizes what the position calls for and is consistent with the targeted resume that you upload (see step 10 below).

3) In the "Work Experience" section, don't just enter and summarize your past jobs. Think strategically. Find the key words in the description of the position you're applying for and make sure you use them in describing your work experience. (It's always a good idea to print out the job description and circle the key words.) Emphasize the skills and accomplishments that are most relevant to the job you're applying for. (You do this in the box labeled "Responsibilities and Achievements.") Try to show that in your past positions, you have developed and utilized the skills and competencies required for the new job. Be specific.

4) In the "Reason for Leaving" box that accompanies each job you list, don't go into detail and don't discuss conflicts, difficulties or problems. Keep it simple. Say things like "Promoted." "Left for a better opportunity." "Pursued opportunity to develop the XYZ skill set."

5) Use the "Add Work Experience" link for each new job. Choose the jobs in your history that are most relevant to the position you're applying for.

6) Do list volunteer work or unpaid internships if you used skills that are relevant to the position.

7) In the "Education" section, do not list your high school diploma/GED. Start with your highest/most recent education and then work back to your earliest post-high school education (Technical, Associates, or Bachelors). If you don't remember the exact month of your graduation, make your best guess.

8) On the "Profile Information" page, select Nursing Licensed as your Area of Interest and then under Specialty, select the specialty that the new position is in. Follow the directions to select preferred facilities, organization, etc. On the page that asks you to select Job level, Education Level, etc., you can select more than one item in each box by holding the shift key while clicking on the desired items.

9) Be careful about filling in your desired minimum annual salary. If you put in too little, you could get paid less than what they had in mind to offer. If you put in too much you could price yourself out of consideration. Do your research and try to find out what the position pays (or what positions like it pay). If you can't find the information, it's a judgment call. Personally, I'd leave mine blank.

10) On the "Attach a File" page, attach a resume that is targeted to the job. Make sure that the language and emphasis of your resume is consistent with the information you've supplied in your KP profile and the key words in the job description.

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