



*Opportunities may exist in the following areas at Mayo Clinic:*

- Nursing
- Radiology
- Advanced Practitioner/Provider
- Pharmacy
- Technologists
- Therapists
- Other Patient Care
- Accounting/Billing/Finance
- Administration/Management
- Business Professional
- Clinical Labs
- Engineering/Architecture
- Information Technology
- Maintenance/Facilities
- Office/Secretarial/Support
- Technology
- Research
- Support Services

*Mayo Clinic is an affirmative action and equal opportunity educator and employer.*

*Post offer/pre-employment drug screening is required.*

DESTINATION

[www.mayoclinic.org](http://www.mayoclinic.org)

### *Did you remember to...*

- Indicate what schedule/shifts you are available
- Attach your resume
- Attach any additional documents
- Indicate your education
- Indicate your previous work experiences
- Indicate your certifications/licenses
- Complete your HR Interview /Summary
- Click the Apply Now buttonz



200 First Street SW  
Rochester, Minnesota 55905  
[www.mayoclinic.org](http://www.mayoclinic.org)

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# *How to Apply*

DESTINATION

[www.mayoclinic.org](http://www.mayoclinic.org)



**Embark**  
*on an*  
**Adventure**

# How To Apply

Mayo Clinic in Florida, Minnesota and Arizona has an online tool to automate and simplify the job application process. For **special accommodations**, see **Helpful Hints**.

To apply for a job at Mayo Clinic:

- Visit [www.mayoclinic.org](http://www.mayoclinic.org)
- Select **Jobs** at top of page
- Select your location of interest and click the **Find a Job** button.

## 1 New/Non-Registered Visitors

1. First click the **Not Registered Yet** button.
2. Review the list of open jobs by:
  - Job Category
  - Keyword
  - Location
  - Or, select **Search all categories** to see a comprehensive list.
3. Check the **Select** box next to the job title that matches your skills and experience and click **Continue**. You may also select a category if you don't see a specific job currently available.
4. **Review and Agree** to the Consent Agreements.
5. Determine your **Username** and **Password** (case sensitive) – *remember them*, you will use these each time you return to your online profile. Write your username here for future visits:

6. Complete the online profile. This process could take up to 30 minutes or more.
  7. Use the **Continue** button to move from screen to screen.
  8. To be considered for a job please complete all sections including the **Summary**.
  9. Click **Apply Now** to apply.
- [YOU ARE NOW A REGISTERED USER](#)

## 2 Registered Visitors

**There is no need to create a new online profile each time you apply.**

1. Login with your **Username** and **Password** that you determined when you first completed your online profile. Your **Username** and **Password** are case sensitive.
2. Review the list of open jobs: by category, keyword search, location, or select **Search all categories** to see a comprehensive list.
3. After you have selected one or more jobs, review each section of the application to make sure it is current and up-to-date. To update your information, select the appropriate tab at the top of the screen. Update just the screen that needs changes (phone number, address, new credentials, etc.).
4. **Apply Now** when you have completed your review and want to apply.

### Benefits of being a Registered User

- Ability to quickly apply for new job(s).
- View the job(s) to which you have applied.
- Update your online profile at anytime.

## Helpful Hints

### INVEST IN YOURSELF

Take the time to be as complete as possible when filling out your online profile. Current information increases your opportunity for possible employment. Any change to your online profile information requires only a simple update to the relevant screen.

### RESUMES AND OTHER INFORMATION

Please add your resume to your online profile. You can provide it through an electronic link or by cut-and-paste. While a resume is helpful, keep in mind that a completed online profile is necessary when applying.

### MAINTAIN CONFIDENTIALITY

To keep your information secure, don't share your Username or Password.

### \* SPECIAL ACCOMMODATIONS

If you need special accommodations to access job openings or apply for a job, please call the Employee Service Center at one of the following numbers: 507-266-0440 or 1-888-266-0440 (toll free). Hours are 7 a.m. – 6 p.m., CST, Monday – Friday.

THANK YOU FOR YOUR INTEREST  
IN OPPORTUNITIES AT  
MAYO CLINIC.