



**Thank you for your interest in
Sanford Health!**

Our application process can be completed from any computer that has Internet access.

The electronic application process generally takes between 35 and 45 minutes to complete. Please be aware that after 45 minutes you will be timed out of the system and will have to start over.

If you have questions while completing the application please contact:

Human Resources

605-333-7000

M-F 7:30am-5:00pm

Sanford Health's On-Line Application Instruction Guide

~ Equal Opportunity Employer ~



How to Apply Q & A

How do I apply for a job?

(If you have applied before with Sanford Health, skip to step #11)

New Applicant

The online application process could take up to 45 minutes to complete. You will be timed out after 45 minutes and then will need to start over. All communication will be done via email, so please ensure that you have a valid and active email account. If you do not have one, you can create one at www.yahoo.com or www.hotmail.com.

1. Go to <http://microsite.silkroad.com/sanfordhealth/Home.html>
2. Click on **Employment Listings** and then click on **Job Search**.
3. Click on **Job Search** to find a specific position or **Current Job Listings** to view all positions and begin your career search.
4. To view a detailed job description about the position, click on the job title.
5. To apply for a position click on the one of the two options at the bottom of the page. You will be brought to a page where you can select to upload a resume, copy and paste a resume or proceed without a resume. Please click on the desired method and then click continue.
6. Please complete all the fields within each section and click submit.
7. You will be asked for an **e-mail** address and **password**. *Please write down your email address and password as you will need them to access your application going forward.*
8. You are now a **registered applicant** and can apply for additional positions that you feel you are qualified for at any time by logging in using the email and password you created on your profile.
9. You will receive an email to confirm that your application has been submitted. If you do not get an email confirming that your application has been received, your application did not go through and you will need to start over.

Registered Applicant

10. Go to <http://microsite.silkroad.com/sanfordhealth/Home.html>
11. Click on **Check Existing Listing from the Career Home page**.
12. Enter your **email address** and **password**.
13. You will be able to view the positions you have applied for or click on **return to job listing** and this will give you the option to search and apply for additional positions.
14. When you have selected the position(s) for which to apply, click on the **Existing Resume/CV** button.
15. The position will be listed and you can then view your resume or select to **submit your profile**.
16. Your most recent application will be pulled up without the hassle of completing a whole new application.



~ EOE ~



How do I submit my Resume?

There are 3 different options for you to attach your resume to the application. You ONLY need to choose ONE of the three options. Option #1 allows you to upload and attach a resume that you have already created in a document. Option #2 allows you to cut your resume from a document you already created and paste your resume in the allowed box OR to type your resume by clicking your mouse cursor in the box. ***Since a resume needs to be included on your application there is an option to build your own resume below the option #3.***

How do I make changes to my Resume?

Click on **Check Existing Application** from the Career Home page. Enter your email address and password and click on Check Records. Click on **View resume/CV**. Scroll down to the bottom of the page and click on **Edit resume/CV**. Update your profile and then select **close** from the top of the page.

What if I do not have an e-mail address?

We strongly encourage you to sign up for an e-mail account before applying on-line. This is a form of communication that we send to you to confirm that we have received your application for the position you applied for. On the application you will be asked for an e-mail address and password. If you do not currently have an e-mail address, you can go to www.yahoo.com to set up a **FREE** account. Instructions are located on their website.

What if I share the same e-mail address with someone else?

You are not able to apply for positions using the same email address as other applicants. The system uses email as a unique identifier to ensure that you only need to complete the application one time. Your email address also allows you the opportunity to apply for additional positions and update your application as necessary.

How long will it take to complete my profile?

Our application process can be completed from any computer that has Internet Access. The electronic application process could take approximately 35 to 45 minutes to complete if a first time user. Please keep in mind that they system will time out after 45 minutes and you will then need to start over.

How can I determine if I am qualified for a particular position at Sanford Health?

When you are searching for a position you will be able to see a complete job description by clicking on the underlined job title. In the job description it will give you the job summary, schedule requirements, education, credentials, knowledge and skills that we are looking for in an applicant.

I forgot my password. What do I do?

Click on Check Existing Application from the Career Home Page.

1. Enter the e-mail address you used in your profile
2. Click on "Forgot Your Password?"
3. This will prompt a screen letting you know that an e-mail was sent to your e-mail address letting you know of your correct password.

When I search for jobs, do I need to fill all the information out?

No, you can search by one or all of the fields.



~ EOE ~