


## What positions are available and how do I apply?

Baystate Health has many positions available for different types of jobs depending on the business needs. One may view and apply online for what is currently available or submit a resume for our general database at [www.baystatehealthjobs.com](http://www.baystatehealthjobs.com). \*Note: physicians and advanced practice providers should view opportunities at <http://www.choosebaystatehealth.org/>

## How do I create a profile and submit my resume if I am not applying for a specific job?

On the Baystate Health career portals select “New User” and complete the required information. After, select “View Latest Jobs” and “Apply Without a Job”



**Baystate Health Careers**

Search Jobs  
job title, location, or keyword >>

Welcome... [Sign In](#) | [New User](#)

- View Latest Jobs >
- My Job Notifications >
- My Job Applications >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information >



**Search Jobs**

Search Jobs  
job title, location, or keyword >>

[Clear Search](#) [Save Search](#)

**Registered Nurse - Bronson Unit**  
Job ID 75311  
Location Westfield, Massachusetts  
Department BNH Rehabilitation  
Job Family  
Job Function Registered Nurses  
Posted Date 02/17/2017

**Registered Nurse, Float**  
Job ID 75456  
Location Greenfield, Massachusetts  
Department Pt Care Serv Float Pool  
Job Family  
Job Function Registered Nurses  
Posted Date 02/17/2017

**Registered Nurse, Float**  
Job ID 75454  
Location Greenfield, Massachusetts  
Department Pt Care Serv Float Pool  
Job Family  
Job Function Registered Nurses  
Posted Date 02/17/2017

**Registered Nurse-Emergency Department-Baystate Wing Hospital**  
Job ID 75319  
Location Palmer, Massachusetts  
Department Emergency Room  
Job Family  
Job Function Registered Nurses  
Posted Date 02/17/2017

[Apply Without a Job](#) ⓘ

**When I search for a specific job number, I get the message “There are currently no open positions matching [that number].” What should I do?**

If you receive this message, it means that the position in question is not posted on the website. It is possible that the position may have not been published yet or that the posting period for the position has ended. We invite you to view similar openings and/or contact our Talent Acquisition office at 413-794-3666 for specific questions.

**Can I fill out a paper application?**

In order to best serve you, Baystate Health uses an online application tool only and does not accept paper applications. In this way, we can make sure everyone is responded to and viewed.

**Can I apply for a job by visiting the hospital?**

It depends on which hospital you are referring to. The following are the list of Baystate facilities open to the public for walk-in applications. Those in the Springfield area should go to Baystate Health Administrative Offices at 280 Chestnut Street, Springfield and not Baystate Medical Center.

Baystate Health Administrative Offices  
280 Chestnut Street  
Springfield, MA

Baystate Franklin Medical Center  
164 High Street  
Greenfield, MA 01301

Baystate Wing  
40 Wright St.  
Palmer, MA 01069

Baystate Mary Lane Outpatient Center  
85 South St.  
Ware, MA 01082

Baystate Noble  
115 West Silver St.  
Westfield, MA 01085

**What if I don't have a computer, internet access, or an e-mail address?**

Baystate Health's online application system works with any internet mobile device so you may also use your tablet or smart phone. If you do not have an email address, we recommend that you sign-up for

one of the many free email services available such as yahoo mail or google mail. For those without internet access, we invite you to apply in person at any of the above listed locations or recommend that you visit your local public library if you are not near one of our onsite locations.

### What happens after I submit my application?

After you submit your application, it is reviewed by one of our recruiters and they will compare your qualifications with the desired qualifications of that job opening.

### How can I check the status of my application?

Every effort is made to update applicants with the status of their application. The online application uses email, so it is important that you make sure your email is up to date under “My Account Information”.



The screenshot shows the Baystate Health Careers website. At the top is a dark blue header with the text "Baystate Health Careers" in white. Below the header is a search bar with the label "Search Jobs" and a placeholder text "job title, location, or keyword". To the right of the search bar is a button with two right-pointing arrows. Below the search bar, the word "Welcome..." is partially visible on the left, and "Sign In | New User" is on the right. A vertical menu of navigation options is displayed in a white box with a thin border. The options are: "View Latest Jobs" with a document icon, "My Job Notifications" with an envelope icon, "My Job Applications" with a briefcase icon, "My Favorite Jobs" with a star icon, "My Saved Searches" with a magnifying glass icon, and "My Account Information" with a person icon. The "My Account Information" option is highlighted with a yellow background.

### How can I see if a job has been filled?

If the job opening is currently posted and active, then Baystate Health is accepting applications and the job opening has not been filled.

**I applied for a certain type of position, but was not hired. Will I be considered for other similar jobs in the future?**

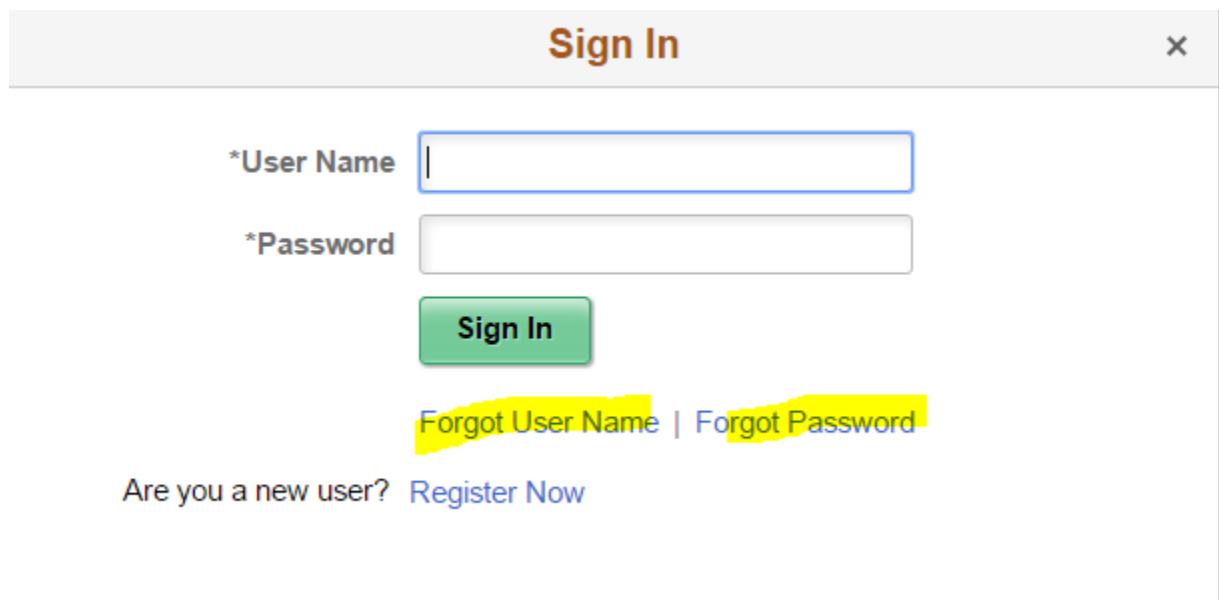
To be actively considered, we recommend that you apply for those positions that you are interested in.

**I am having technical problems when I try to log in. What should I do?**

Contact Talent Acquisition at 413-794-3666

**What if I forget my user name and/or password?**

Use the “Forgot User Name” or “Forgot Password” links under the Sign In menu



The image shows a screenshot of a web application's sign-in interface. At the top, there is a header bar with the text "Sign In" in a bold, orange font and a close button (an 'x' icon) on the right. Below the header, there are two input fields: the first is labeled "\*User Name" and the second is labeled "\*Password". Below these fields is a green button with the text "Sign In". Underneath the button, there are two links: "Forgot User Name" and "Forgot Password", both of which are highlighted in yellow. At the bottom of the form, there is a question "Are you a new user?" followed by a blue link "Register Now".

**What if I cannot attach my resume/CV to my profile? What should I do?**

Contact Talent Acquisition at 413-794-3666.