

VirtualEdge

LabCorp Guide

APPLICANT GUIDE

SETTING UP A PROFILE

The screenshot shows the LabCorp corporate website. At the top left is the LabCorp logo with the tagline 'Laboratory Corporation of America'. To the right of the logo is the text 'corporate site'. Below the logo is a large blue banner featuring five photos of diverse people in a laboratory setting. To the right of the photos is the text '* imagine... being connected to something amazing.' Below the banner is a navigation menu with the following items: Home, About, Career Areas, Benefits, Job Search, Sitemap, and FAQ. A red arrow points to the 'Job Search' link. Below the navigation menu is a section titled '* Connect To Something Amazing' with the following text: 'At LabCorp, we understand what's important - it's the people whose lives we help improve that matter most. We connect our company and our people in ways that few companies can. Each day, our team members have an opportunity to build rewarding careers and experience the satisfaction of knowing the work they do helps save lives. If you're looking for a career that offers opportunities for growth, continual development, professional challenge and the chance to make a real difference, connect to LabCorp. Connect to something amazing.' To the right of this text is a blue button that says 'apply now'. Below the button are two video thumbnails. The first is titled 'In the Lab Video »' and the second is titled 'In the Field Video »'. At the bottom of the page is a yellow footer bar with the website URL 'www.labcorpcareers.com' on the left and the copyright notice '© 2010 Laboratory Corporation of America® Holdings. All Rights Reserved. LabCorp is an Equal Opportunity Employer M/F/D/V.' on the right.

Click on **Job Search**

Job Search Screen

The screenshot shows the LabCorp Job Search interface. At the top, there is a banner with five photos of diverse people and the text "imagine... being connected to something amazing." Below the banner is a navigation menu with links: Home, About, Career Areas, Benefits, Job Search, Sitemap, and FAQ. The main content area is titled "Search" and contains a notice about the Applicant Tracking System update. Below the notice is a "Login" button and a search form. The search form includes a "Enter Keywords" field with "Courier" entered, a "Dream Job" text area, a "Requisition Number" field, and several dropdown menus for "Category", "Position Type", "Country", "State" (set to "North Carolina"), "City", "Shift", "Division", "Job Title", and "% of Travel Required". A "Search" button is at the bottom of the form. Red arrows point from text annotations on the left to various parts of the search form.

*** Search**

Effective February 1, 2011, LabCorp began using a new Applicant Tracking System. If you created a profile and/or applied for an open position prior to February 1, 2011, you will need to create a new profile in our new system. When logging in for the first time, you will be required to create a new account.

[Login](#)

Enter Keywords:

Keyword Search is performed against title, description and requirements of job listed.

Dream Job:
To search for positions that match your experience paste your resume or describe your ideal position.

Requisition Number:

Category:

Position Type:

Country:

State:
Please select State followed by City

City:

Shift:

Division:

Job Title:

% of Travel Required:

[Search](#)

A Keyword can be entered

If known, a requisition number can be used to search

State, City, etc. can be added if desired

A combination of fields can be used to narrow down a job search

Click on **Search**

One or more jobs may be found, according to the search selections



LabCorp
Laboratory Corporation of America

corporate site

Home About Career Areas Benefits **Job Search** Sitemap FAQ

*** Search Results**

Login New Search

Search Criteria: Courier

Job Title ▲	Requisition Number	Category	Full Time/Part Time	Assigned Shift	City	State / Province
Courier	10769	Distribution	Full Time	1	Burlington	North Carolina

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Click on
the Job
Title

You will see details of the open position. Click on **Apply Now**.

If the job is not what you wished to apply for, click on **New Search** to start over on a job search.

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* Job Detail

[New Search](#) [Search Results](#) [Apply Now](#) [Email A Friend](#)

Requisition Number: 22552
Job Title: Courier
Category: Distribution
City: Burlington
State / Province: North Carolina
Assigned Shift: 1
Regular / Temporary: Regular
Full Time / Part Time: Full Time
Standard Hours: 40.00
Work Schedule: 9:30am - 6:30pm Monday - Friday
Requirements: License/Certification/Education: Requires a High School Diploma or equivalent and must have a Valid Driver's License.
Job Description: Performs pick-up of test samples and supply request forms and/or delivers supplies, reports on a specified route following established sequence and time schedule. Follows established procedures in preparation and transport of specimens.

[Apply Now](#) [Email A Friend](#)

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✦ Login

[New Search](#) [Search Results](#)

Are you currently a LabCorp employee? Sign on to www.mylabcorp.com and navigate to myWork Day/On the Job/ LabCorp Careers to view all open positions and submit your application.

Laboratory Corporation of America Holdings and affiliates is an Equal Employment Opportunity / Affirmative Action employer and provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in job application procedures. If you have any difficulty using our online system and you need an accommodation due to a disability, you may use the alternative email address below to request a reasonable accommodation: Disability_apply@labcorp.com.

*=Required

Registered Users

Enter your UserID in the section labeled 'Email Address'. When you created your account you designated an email address as your UserID.

*Email Address:
*Password:
*How did you hear about us?: -- Select --
*Specifically, what source?: -- Select --

[Forgot your password?](#)
[Forgot your user name?](#)

[Cancel](#) [Submit](#)

Create a New User Account

*Email Address:
*Password:
(At least 8 characters, including at least one number)
*Confirm Password:
*How did you hear about us?: -- Select --
*Specifically, what source?: -- Select --



Enter the two words in the box separated by a space

[Cancel](#) [Submit](#)

To access the system you must have an email address that is your own. The email address is also important for several other reasons. You will be notified by email with notifications that: we received your application for a position, you have an invitation for an interview, and more.

The **Login** page will open.

There are login options for a previously **Registered User** or to **Create a New User Account**.

Creating a New User Account

New Users

sign in here, entering a valid Email and Password meeting the criteria specified.

Enter same Password to Confirm.

Select from drop-downs in last two fields.

Enter the security words as directed.

Click **Submit**

The screenshot shows a web form titled "Create a New User Account". The form contains the following fields and elements:

- *Email Address:** A text input field containing "johndoe@nomail.com".
- *Password:** A text input field with masked characters (dots). Below it is a note: "(At least 8 characters, including at least one number)".
- *Confirm Password:** A text input field with masked characters (dots).
- *How did you hear about us?:** A dropdown menu with "Internet" selected.
- *Specifically, what source?:** A dropdown menu with "Monster" selected.
- Security Words:** A large text area containing the words "the" and "ogatsche" in a stylized font. To the right of this area are three icons: a refresh icon, a volume icon, and a help icon.
- Input Field:** A text input field below the security words, with the instruction "Enter the two words in the box separated by a space".
- Buttons:** "Cancel" and "Submit" buttons at the bottom of the form.

Red arrows point from the text instructions on the left to the following fields in the form:

- From "meeting the criteria specified" to the Password field.
- From "Enter same Password to Confirm" to the Confirm Password field.
- From "Select from drop-downs in last two fields" to the "How did you hear about us?" and "Specifically, what source?" dropdowns.
- From "Enter the security words as directed" to the security words area.
- From "Click Submit" to the Submit button.

To access the system you must have an email address that is your own. The email address is also important for several other reasons. You will be notified by email with notifications that we received your application for a position, you have an invitation for an interview, and more.

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Signing in as a Registered User

The screenshot shows the LabCorp corporate website. At the top left is the LabCorp logo with the tagline "Laboratory Corporation of America". At the top right is the text "corporate site". Below the logo is a banner with five photos of diverse people and the text "imagine... being connected to something amazing." Below the banner is a navigation menu with links: Home, About, Career Areas, Benefits, Job Search, Sitemap, and FAQ. The "Job Search" link is highlighted. Below the navigation menu is a "Login" section with a star icon. There are two buttons: "New Search" and "Search Results". Below these buttons is a paragraph of text: "Are you currently a LabCorp employee? Sign on to www.mylabcorp.com and navigate to myWork Day/On the Job/LabCorp Careers to view all open positions and submit your application." Below this is another paragraph: "Laboratory Corporation of America Holdings and affiliates is an Equal Employment Opportunity / Affirmative Action employer and provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in job application procedures. If you have any difficulty using our online system and you need an accommodation due to a disability, you may use the alternative email address below to request a reasonable accommodation: Disability_apply@labcorp.com." Below this is a form titled "Registered Users" with a blue header. The form contains the following fields: "*Email Address:" with a text input field, "*Password:" with a text input field, "*How did you hear about us?:" with a dropdown menu showing "-- Select --", and "*Specifically, what source?:" with a dropdown menu showing "-- Select --". Below the form are two links: "Forgot your password?" and "Forgot your user name?". At the bottom of the form are two buttons: "Cancel" and "Submit". A red arrow points from the text on the left to the "Registered Users" form.

Registered Users who already have a profile set up sign in here

Registered User – Forgotten Password

Registered Users who have forgotten a password **enter your used ID first**, then click on **Forgot your password** at the bottom of the section.

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corporate site

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*** Login**

[New Search](#) [Search Results](#)

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***=Required**

Registered Users

Enter your UserID in the section labeled 'Email Address'. When you created your account you designated an email address as your UserID.

*Email Address:

*Password:

*How did you hear about us?: -- Select --

*Specifically, what source?: -- Select --

[Forgot your password?](#)

[Forgot your user name?](#)

If you experience difficulties in this process, please return to www.labcorpcareers.com and read the **FAQ**.

Do not try to create a new profile.



Enter your Email address and the security words as directed.

Click **Submit**

* **Forgot your password?**

Reset Password

Complete the following fields to start the reset password process.

*Email Address:

says **nesfuns**

Enter the two words in the box separated by a space



[Home](#) [About](#) [Career Areas](#) [Benefits](#) [Job Search](#) [Sitemap](#) [FAQ](#)

* Challenge Question

Challenge Questions

Please answer the following questions to reset your password.

1) What was your childhood nickname that most people do not know?:

2) What is your favorite childhood game?:

You will be asked to enter answers to security questions submitted when you previously applied for a position.

Click **Submit**



- Home
- About
- Career Areas
- Benefits
- Job Search**
- Sitemap
- FAQ

* Reset Password

Reset Password

You have successfully answered your challenge questions. Please reset your password below.

*Password:

*Confirm Password:

You will be asked to enter a new password different from any previous four passwords.

Click **Submit**



imagine...

a career where the professional rewards are measured by the lives you touch.

[Home](#) [About](#) [Career Areas](#) [Benefits](#) [Job Search](#) [Sitemap](#) [FAQ](#)

* Login

Password changed Successfully!

[New Search](#) [Search results](#)

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Disability_apply@labcorp.com.

*=Required

Registered Users

Enter your UserID in the section labeled 'Email Address'. When you created your account you designated an email address as your UserID.

*Email Address:

*Password:

*How did you hear about us?:

*Specifically, what source?:

[Forgot your password?](#)

[Forgot your user name?](#)

[Cancel](#) [Submit](#)

A message confirms success. Proceed to login as registered user.

Registered User – Forgotten User Name

Registered Users who have forgotten a user name, click on **Forgot your user name** at the bottom of the section.

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*** Login**

[New Search](#) [Search Results](#)

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***=Required**

Registered Users

Enter your UserID in the section labeled 'Email Address'. When you created your account you designated an email address as your UserID.

*Email Address:

*Password:

*How did you hear about us?: -- Select --

*Specifically, what source?: -- Select --

[Forgot your password?](#)

[Forgot your user name?](#)

If you experience difficulties in this process, please return to www.labcorpcareers.com and read the **FAQ**.

Do not try to create a new profile.



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being connected to something amazing.

[Home](#) [About](#) [Career Areas](#) [Benefits](#) [Job Search](#) [Sitemap](#) [FAQ](#)

*** Forgot your user name?**

Retrieve User Name

Complete the following fields so that we may retrieve your user name.

Last Name

Mother's Maiden Name

Zip Code

and *accounts*

Enter the two words in the box separated by a space

Enter your Last Name and the security question and your home address zip code. Enter the security words as directed.

Click **Submit**



imagine...

a career where the professional rewards
are measured by the lives you touch.

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*** User Name**

Your user name is listed below.

Your user name is listed below**

User Name johnd@gmail.com

Login

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Your User Name will be shown.

Click **Login** to be returned to the Registered Users login screen.

Setting up a Profile

If you have a completed resume you wish to use, it may be attached by browsing for it on your computer or detachable drive and importing it by selecting **Submit**.

Scrolling down, complete all **REQUIRED** fields as indicated by an asterisk (*) and any other fields to enhance your profile.

Edit Profile

Logout New Search Search Results Edit Profile Change Password

Jobs I've Applied To What is a JobAgent? myJobAgent

Import Resume

This tool will electronically extract information from your resume to populate many fields within your profile. At the bottom of this page you will have the option to attach a complete resume in Word or PDF format.

File Name:

*=Required

Contact Profile

*First Name: Middle Name: *Last Name:

Preferred Name:

*Email Address:

*Address 1:

Address 2:

*City: *State/Province: *Country:

*Zip/Postal Code: *County:

*Primary Phone: *Phone Type:

Enter numbers only (No spaces, dashes, other special characters ex. 3145551212 and NOT 314-555-1212)

*Secondary Phone: Phone Type:

Enter numbers only (No spaces, dashes, other special characters ex. 3145551212 and NOT 314-555-1212)

Professional Profile

***Your Minimum Salary Requirement:**
\$30,000 - \$39,999

Years of Experience related to this job:
4 - 7

Most Recent/Current Company:

Most Recent/Current Position:

Languages Fluent In:
Ctrl-click to make multiple selections
-- Select --
French
Spanish
Afrikaans

Objective:

***Resume:**
If you do not have a resume, please detail your experience below.

Attach Additional Documents:

Attach Additional Documents:

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Once all fields are complete, you can include any resume detail or extra job-related experience here.

If no resume has been imported, this field is required.

Click **Confirm**

* Confirm Profile

[Logout](#) [New Search](#) [Search Results](#) [Edit Profile](#) [Change Password](#)
[Jobs I've Applied To](#) [What is a JobAgent?](#) [myJobAgent](#)

i Confirm Entry Below

*=Required

Contact Profile

*First Name: John	Middle Name:	*Last Name: Doe
Preferred Name:		
*Email Address: john.d@gmail.com		
*Address 1: 1 Main St		
Address 2:		
*City: Burlington	*State/Province: North Carolina	*Country: US
*Zip/Postal Code: 27215	*County: Alamance	
*Primary Phone: 3365551212	*Phone Type: Mobile 1	
Secondary Phone:	Phone Type:	
*Willing to Relocate: No	Geographical Preference:	Willing to travel: 10% - 25%
I am authorized to work in these countries for any employer: US	I am authorized to work in these countries for my present employer only: US	When would you be available to begin work?:

Highest Level of Education Completed

*Highest Level of Education Completed: HS Graduate or Equivalent	School/University Name:
*Major/Concentration: Other	Graduated: Yes

Diploma/Degree in Progress

Attach Additional Documents:
Attach Additional Documents:

[Edit](#) [Submit](#)

Your completed profile will be shown with the option of **Edit** or **Submit**.

If you see something you want to change, select **Edit** to return to the previous page to make any changes. Once you click **Confirm** again on that page, you will return here.

Once satisfied with your entries, click on **Submit**

The next page is **EEO Voluntary Self Disclosure**
The drop-down selections are:

*Race:
Black or African American
-- Select --
American Indian/Alaska Native
White
Black or African American
Asian
Nat Hawaiian/Oth Pac Islander
Two or More Races
Hispanic or Latino
Choose Not to Disclose

*Ethnicity:
-- Select --
-- Select --
Hispanic
White
Black
Asian/Pacific Islander
American Indian/Alaskan Native
Choose Not to Disclose

*Gender:
-- Select --
-- Select --
Male
Female
Choose Not to Disclose

Veteran Status:
-- Select --
-- Select --
Active Reserve
AF Svc Med & Other Prot Vet
Armed Forces Svc Medal
Inactive Reserve
No Military Service
Other Protected Veteran
Retired
Unspecified Veteran

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* Edit Profile

Logout New Search Edit Profile Change Password

Jobs I've Applied To What is a JobAgent? myJobAgent

*=Required
EEO Voluntary Self Disclosure

This Company is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law. Information on race, gender and national origin will only be used for statistical and record-keeping purposes and will not be used in making any employment decisions. All information provided will be kept separate from your expression of interest. Providing this information is strictly voluntary and you will not be subjected to any adverse action or treatment if you choose not to provide this information. If you do not choose to answer these questions, we ask that you select "Choose Not to Disclose" for each question. Thank you for your voluntary cooperation.

*Race:
-- Select --

*Ethnicity:
-- Select --

*Gender:
-- Select --

Veteran Status:
-- Select --

Cancel Confirm

Once selections are made, click **Confirm**

If you choose not to disclose **Race, Ethnicity, or Gender** you must click on "**Choose Not to Disclose**" as these are required fields. **Veteran Status** is not required, but voluntary disclosure includes "**No Military Service**" as an option.

Click **Confirm**

* Confirm Profile

[Logout](#) [New Search](#) [Edit Profile](#) [Change Password](#)

[Jobs I've Applied To](#) [What is a JobAgent?](#) [myJobAgent](#)

i Confirm Entry Below

*=Required

EEO Voluntary Self Disclosure

This Company is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law. Information on race, gender and national origin will only be used for statistical and record-keeping purposes and will not be used in making any employment decisions. All information provided will be kept separate from your expression of interest. Providing this information is strictly voluntary and you will not be subjected to any adverse action or treatment if you choose not to provide this information. If you do not choose to answer these questions, we ask that you select "Choose Not to Disclose" for each question. Thank you for your voluntary cooperation.

*Race:
Black or African American

*Ethnicity:
Black

*Gender:
Male

Veteran Status:
No Military Service

[Edit](#) [Submit](#)

Review your choices. **Edit** if necessary. When satisfactory, click **Submit**

Once you click **Submit** this message appears.
Read message.
To proceed, click **OK**.

Message from webpage

? As previously stated, Laboratory Corporation of America Holdings and affiliates (collectively LabCorp or the Company) is an Equal Employment Opportunity / Affirmative Action employer and provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in job application procedures. If you have any difficulty using our online system and you need an accommodation due to a disability, you may use the alternative email address below to request a reasonable accommodation: Disability_apply@labcorp.com.

[OK](#) [Cancel](#)



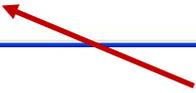
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* Assessment

- Logout
- New Search
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- Change Password
- Jobs I've Applied To
- What is a JobAgent?
- myJobAgent

Standard Questionnaire	
Question	Answer
*Are you bound by a non-compete or similar agreement with another company?:	-- Select --
*Have you ever been sanctioned by the Office of the Inspector General (OIG)?:	-- Select --
*Have you ever been sanctioned by the Department of Health and Human Services (HHS)?:	-- Select --
*Have you ever been sanctioned by the Government Services Administration (GSA)?:	-- Select --
*Have you ever been excluded or suspended from participation in any federal or state health care program?:	-- Select --

Submit



Click **Submit**

The next screen contains the Assessment.

Answer **Yes** or **No** to each question



imagine...

being connected to something amazing.

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*** Jobs I've Applied To

Thank you! Your profile has been submitted!

[Logout](#) [New Search](#) [Edit Profile](#) [Change Password](#)
[Jobs I've Applied To](#) [What is a JobAgent?](#) [myJobAgent](#)

my Submittals			
Job Title	City	State	Action
Courier	Burlington	North Carolina	

The PROFILE is complete.

Click **Logout**, or if desired, click **New Search** to find another position.

When finished, you can click on **Jobs I've Applied To** for a review.

Always remember to **Logout**

Once your profile has been submitted, you will receive an Email:

Thank you for your inquiry regarding our current job opening, [JobTitle], requisition #[RequisitionNumber].

Your profile will be carefully reviewed against the requirements of our current open positions. Should your experience and skills match an available position, you will be contacted to arrange an interview.

Once your profile is reviewed, if you are not being considered, you will receive an Email:

SUBJECT: Thank You For Your Interest in LabCorp

Dear [FirstName],

Thank you for your interest in a career with LabCorp and your interest in the position of [JobTitle], requisition [RequisitionNumber]. At this time, we have decided to move forward with others who more closely match the qualifications required for the position. Again, we appreciate the interest that you have expressed in LabCorp and encourage you to explore other employment opportunities at www.labcorpcareers.com.

If you are a current LabCorp employee, please remember that in order for your profile to be considered, you must submit it through mylabcorp.com - my work day, on the job, LabCorp Careers.

Best wishes in your employment search.

Sincerely,

LabCorp Human Resources

Once your profile is reviewed, if you are being considered, you will receive an Email:

SUBJECT: Thank You For Your Interest - Please Complete Our Online Application

Dear [FirstName],

Your submitted profile has been reviewed and you are now being considered for the position of [JobTitle], requisition [RequisitionNumber]. If you have not previously done so, you will need to complete an online application in order to continue to move forward in the recruitment process.

Please use the following link to access our Online Application: [Link]. Please note that you will need to use the same email address and password used when your profile was created. Please complete the application as soon as possible. Timely completion is essential; failure to do so may result in you no longer being considered for this position.

Sincerely,

LabCorp Human Resources

The Profile process is complete.