



Thank you for considering an opportunity at Kaiser Permanente. Please follow these steps to create your profile, search jobs, and submit your interest in an open position.

Start by going to our careers website, jobs.kp.org.

Click on the “Search jobs” button or tab, then click the “Search jobs” button on the left.

- **Click “Sign in” in the upper right corner.**

NEW USERS

- **Click “New user.”**
- **Create a user name and password, enter your e-mail address, and then click “Register.”**
- **Once registered, you will be taken to the “Job search” page.**

RETURNING USERS

- **Enter your user name and password, then click “Login.”**

NOTE: Your account may lock after several unsuccessful attempts to log in. The account will unlock after 15 to 30 minutes. Click “Forgot your password?” and follow the instructions. If your account has been locked for several hours, please e-mail the website manager at KP-HIRES@kp.org

SIGN IN/REGISTER

ACCOUNT SETUP

- **Once you have signed on successfully, click on “My account options” to add your personal information and indicate your correspondence preferences, including e-mail notifications for new positions matching your profile.**
- **Click “Edit” to add/change/remove information.**
- **Click “Save” when you have entered all necessary information.**

NOTE: This process requires a valid e-mail address. Free e-mail accounts are available on [yahoo.com](https://www.yahoo.com), [hotmail.com](https://www.hotmail.com), [gmail.com](https://www.gmail.com), and many other service providers.

CREATE/UPDATE YOUR CANDIDATE PROFILE

- **On the “My job page,” click “Access my profile” located on the right side of the page.**

- **Create your candidate profile by entering your personal information, employment and education history, and preferred working criteria. Attaching a resume is encouraged, but not required. Click “Save and continue” following each step and select “Submit” to save your profile.**
- **Completing and maintaining your candidate profile makes the process of submitting interest in an open position quick and easy.**

SUBMIT YOUR INTEREST FOR AN OPEN POSITION

- **When viewing the details of a job you want to submit your interest in, click “Submit online” to begin the submission process.**

NOTE: If you have not completed your candidate profile, you will be prompted to enter your candidate information here.

- **Be sure to complete all fields. If a question does not apply to you, enter “Not applicable” or “N/A.”**
- **You can choose to “Save as draft” at any point during the submission process and later retrieve the incomplete/draft submission on the “My job page” tab in the “My submissions” section.**
- **When you have completed all steps and are ready to submit your interest, click “Submit.”**
- **You will see a “Confirmation of submission” screen to let you know the process is complete.**
- **A listing of all of your job submissions is located on the “My job page” tab in the “My submissions” section.**

When reviewing a candidate’s information, we are looking for the best match for the position based on the qualifications listed in the job posting. If your skills and experience appear to match an open position, a recruitment services professional may contact you. Collective bargaining agreements apply for represented positions. We wish you the best of luck in your career search.

ADDITIONAL QUESTIONS?

If you have additional questions, click on the FAQ link.

If you’d like to report any technical issues, please contact our webmaster at KP-HIRES@kp.org. If you have any questions regarding the recruitment process, please contact the local Recruitment Services office.