



INTRODUCTION OF NEW EMPLOYMENT APPLICATION SYSTEM

Thank you for choosing South Central Regional Medical Center as a potential place of employment. We are pleased to announce our implementation of our new employment application system. This new system is an internet based service that gives applicants the ability to search and apply for open positions on-line. The new system will allow the applicant to keep their resume current and apply their resume to any open position to be considered.

This system will be in effect, May 18, 2015. If you have previously submitted an application for employment 90 days before this date, you will need to re-apply in the new application system.

Quick Easy Steps

- Visit our South Central Regional Medical Center Website, select Career link
- On the Home page review open positions
- Create login / password you must have valid email.
- Create your resume profile
- Apply for position(s)

Questions & Answers

How do I connect to TED's site?

A: From the SCRMC website <https://scrmc.com>, select Careers, Teds link. This will automatically direct you to direct you to the TEDS career site. You will be required to have an working email address.

Q: How do I create profile?

*A: If you are a new user, on the website Select **Login/Register**, enter email and password. Select the the resume option and complete all questions.*

Q: Can I change my profile?

A: Yes, you can revise your resume at any time online.

Q: How do I apply for positions?

A: The login and resume have to be created. Choose job position and select apply.

Q: Do I have to apply for each position?

A: Yes, you will have to apply for every open position you would like to be considered.

Q: Can I apply for any position?

A: No, only applicants that meet the requirements for position will be submitted for consideration.

Q: Do I have to create a profile for each position I want to apply for?

A: No, once your profile is created it will be active unless you wish you revise it. You just apply to each position.

Q: Can I attach a resume' to my application?

A: Yes, resumes can be uploaded if desired.

Q: How will I know the status of application?

A: Applicants can sign on with password and find the status of their application.

Q: What if I do not have access to computer or internet?

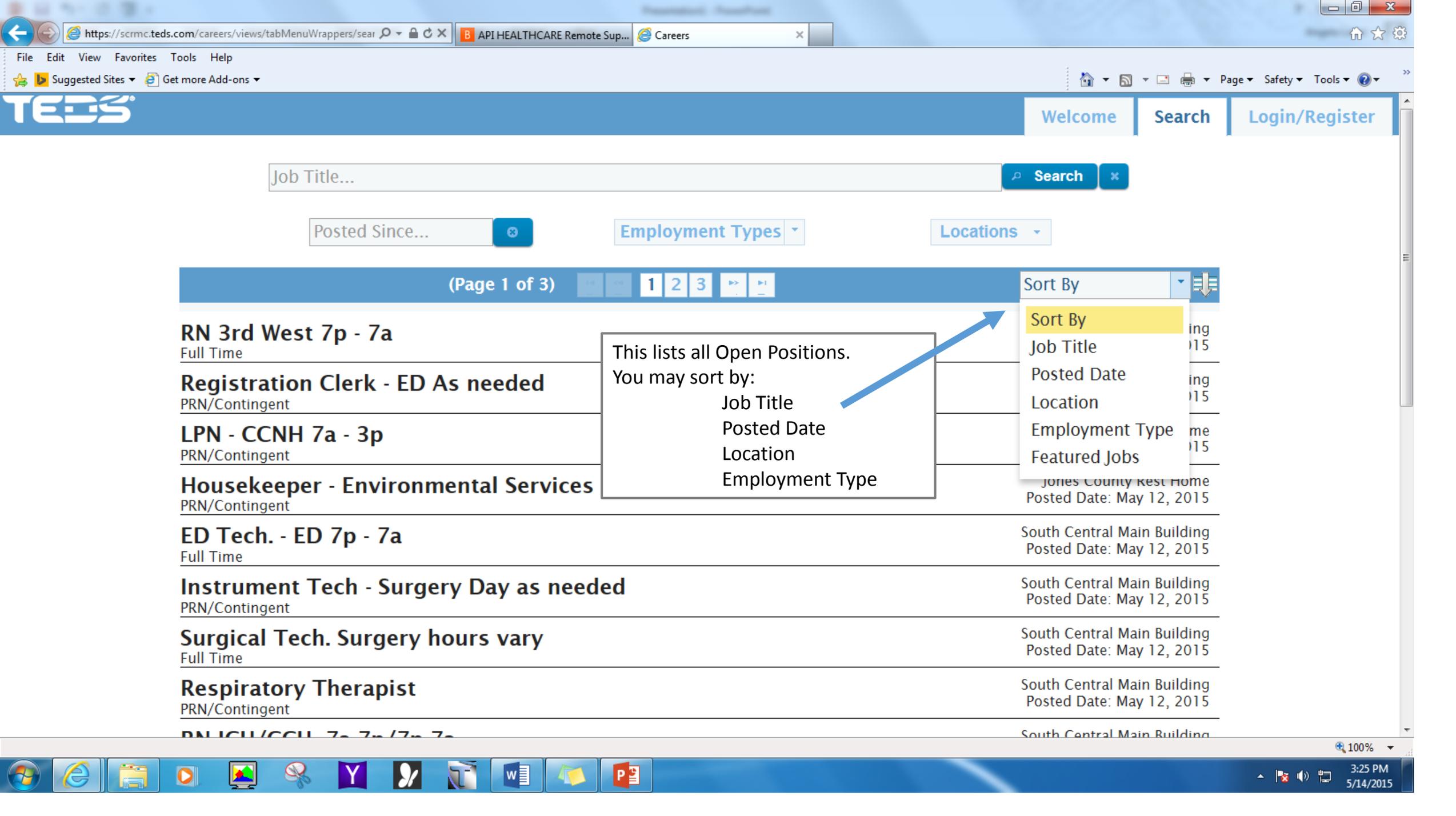
A: You may use the computers at the WIN Job Center at no charge.

New Applicant Instructions

The screenshot shows a web browser window with the URL <https://scrmc.teds.com/careers/views/tabMenuWrappers/hon>. The browser's address bar also shows a tab for "API HEALTHCARE Remote Sup...". The website header includes the TEDS logo on the left and navigation links for "Welcome", "Search", and "Login/Register" on the right. The "Search" link is highlighted with a blue arrow pointing to a text box that reads: "This is home page. To search all open positions, select Search." Below the header is the South Central Regional Medical Center logo, which features a blue circle with a white dove and hands, and the text "SOUTH CENTRAL REGIONAL MEDICAL CENTER" and "Serving South Mississippi Since 1952". A paragraph of text follows: "Thank you for choosing South Central Regional Medical Center as a place of employment. South Central's dedication to providing excellent care to our patients begins with selecting the best employee for the job. Having a customer service attitude and remembering that everything we do touches the patient and their family creates a caring atmosphere for all who visit our hospital." Below this text is a search input field labeled "Job Title..." with a magnifying glass icon. The main content area is titled "Featured Jobs At South Central Medical Center" and lists three job openings:

Job Title	Location	Posted Date
Registration Clerk - ED As needed PRN/Contingent	South Central Main Building	Posted Date: May 13, 2015
RN 3rd West 7p - 7a Full Time	South Central Main Building	Posted Date: May 13, 2015
RN ICU/CCU- 7a-7p/7p-7a PRN/Contingent	South Central Main Building	Posted Date: May 12, 2015

The browser's taskbar at the bottom shows various application icons and the system clock indicating 3:25 PM on 5/14/2015.



Job Title... Search

Posted Since... Employment Types Locations

RN 3rd West 7p - 7a Full Time		
Registration Clerk - ED As needed PRN/Contingent		
LPN - CCNH 7a - 3p PRN/Contingent		
Housekeeper - Environmental Services PRN/Contingent		
ED Tech. - ED 7p - 7a Full Time	South Central Main Building	Posted Date: May 12, 2015
Instrument Tech - Surgery Day as needed PRN/Contingent	South Central Main Building	Posted Date: May 12, 2015
Surgical Tech. Surgery hours vary Full Time	South Central Main Building	Posted Date: May 12, 2015
Respiratory Therapist PRN/Contingent	South Central Main Building	Posted Date: May 12, 2015
RN ICU/CCU 7a-7p/7p-7a	South Central Main Building	

This lists all Open Positions.
You may sort by:

- Job Title
- Posted Date
- Location
- Employment Type

- Sort By
- Sort By
- Job Title
- Posted Date
- Location
- Employment Type
- Featured Jobs

Login

Email Address

Password

Keep Me Logged In

Login

New User?

[Forgot Password](#)

[Already an Employee?](#)

New Applicants must first set up their Log-In and password.

*Please remember this information.



Register

First Name <input type="text" value="test"/>	Last Name <input type="text" value="test"/>
Email Address <input type="text" value="test@scrmc.com"/>	Confirm Email <input type="text" value="test@scrmc."/>
Enter Password <input type="password" value="....."/>	Confirm Password <input type="password" value="....."/>

Complete all information
Type in what is visible this box

i Password requirements:
Enter between 0 and 20 characters in password

aptse logo

[Privacy & Terms](#)

reCAPTCHA™

Register **Already a User**



SOUTH CENTRAL REGIONAL MEDICAL CENTER

Serving South Mississippi Since 1952

Select the position you wish to view.

Thank you for choosing South Central Regional Medical Center as a place of employment. South Central's dedication to providing excellent care to our patients begins with selecting the best employee for the job. Having a customer service attitude and remembering that everything we do touches the patient and their family creates a caring atmosphere for all who visit our hospital.

Featured Jobs At South Central Medical Center

Registration Clerk - ED As needed
PRN/Contingent

South Central Main Building
Posted Date: May 13, 2015

RN 3rd West 7p - 7a
Full Time

South Central Main Building
Posted Date: May 13, 2015

RN ICU/CCU- 7a-7p/7p-7a
PRN/Contingent

South Central Main Building
Posted Date: May 12, 2015

Job Details

[Apply](#)
[Save](#)


Job Title: Housekeeper - Environmental Services
 Location: Jones County Rest Home
 Position Type: PRN/Contingent
 Req ID: 00002H

Job Definition

JOB SUMMARY

Department: 8500 Environmental Services
Job Class: 305 Housekeeper I

CORE DUTIES AND RESPONSIBILITIES

Demonstrates Competency in the Following Areas:

- Demonstrate correct linen transfer procedures.
- Responsible for time management in laundry process.

Applicant must have Resume Profile completed. Select Resume to begin the process.

Once your resume is in place, you can revise at any time.

You do not have to complete a resume every time you wish to apply for an open position.

You do have to apply for every open position you want to be considered for.

If you do not meet the minimum qualification for specific position, your application can not be completed.

Example: If you do not select you have a LPN nursing License, it will not allow you to complete the application process for a LPN position.

To add your resume profile, Select

- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences
- License & Certificates
- Prepared Resume
- References

Name

test * test * test *
Preferred

Address

1 test road *
Address 2
test * MS * 39437 *

Phone

(601) 111-1111 * (111) 111-1111 *

Drivers License

Name on Drivers License Different from Application
License Number: 111111111 Issuing State: MS Expiration Date: 05/30/2015

Languages

Add a Language. You must select a primary language before adding secondary languages.

Select your primary language
Select One

Complete information.
NOTE: if field has a Red *, field **must** be completed.
Select Save, right arrow

- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences
- License & Certificates
- Prepared Resume
- References

Free Form Cover Letter

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Print, Source Code.

You can write a letter|

You can create a Cover Letter or attach a prepared letter.

Attach Cover Letter

PDF is the only supported file type for upload.

+ Choose

< Save >



- Profile
- Cover Letter
- Education**
- Employment Preferences
- Work Experiences
- License & Certificates
- Prepared Resume
- References

Education

Degree *
Select One

Delete

+ Education

Select if you wish to add Education and Learning Experience

Learning Experience

Do you have any Learning Experience? Yes No

< Save >

- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences
- License & Certificates
- Prepared Resume
- References

Some required information is incomplete. Please correct marked entries.

Education

Degree *
High School

School *
no name high school

Years Attended: 1987 To: 1990

Address: no town * MS *

Degree Status * Completed GPA

Name While Attending: test * Middle test *

Complete all info.
Remember Red * means mandatory fields.
Save

Delete

+ Education

Learning Experience

- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences
- License & Certificates
- Prepared Resume
- References

Job Details

Employment Status
Select One

Expected Annual Salary in US Dollars
\$0.00

Preferred Work Location

Any Location

Travel & Relocation

Work Environment: Select One
Willing to Travel: Select One
Willing to Relocate: Yes No

Special Circumstances for Relocation

Source Information

How did you find out about this company? Select One
If other, where?

Complete all info.
Remember Red * means mandatory fields.
Save

- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences**
- License & Certificates
- Prepared Resume
- References

Work Experience

Do you have any Work Experience? Yes No

< Save >

References

Salary Information

Starting Salary

Ending Salary Salary Per

Name When You Left The Position

test * Middle test

Responsibilities *

took test

246 remaining

Reason For Leaving *

better opportunity

237 remaining

Delete

+ Work Experience

< Save >

Complete all info.
Remember Red * means mandatory fields. To ADD more fields Select + Work Experience.
Save

- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences
- License & Certificates**
- Prepared Resume
- References

License & Certificates

Do you have any License or Certifications? Yes No

To be considered for any position you must meet the minimum qualifications. If you have certifications, licensing please add.

< Save >

- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences
- License & Certificates
- Prepared Resume
- References

Free Form Resume

B I U abc x₁ x₂ T- rT- HI- T [Rich Text Editor Icons]

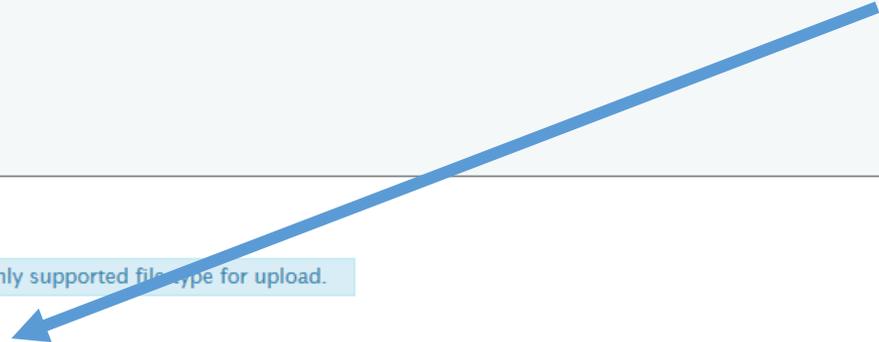
You can create a resume or attach one.

You can create a resume or attach a prepared resume.
Save

Attach Resume

PDF is the only supported file type for upload.

+ Choose



< Save >

- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences
- License & Certificates
- Prepared Resume
- References

References

0 of 3 required

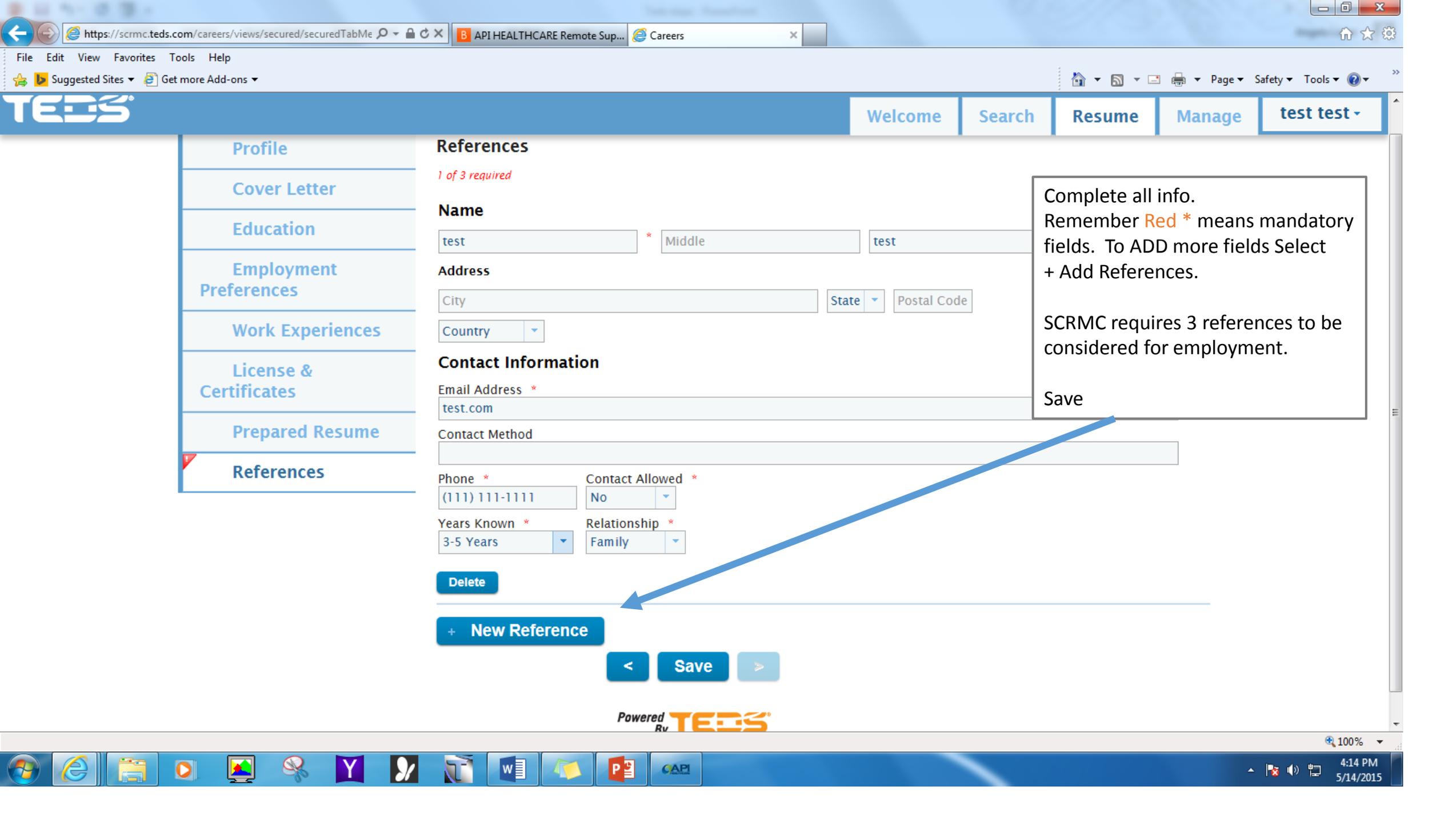
Do you have any References? Yes No

Resume Saved

SCRMC requires references to be considered for employment positions.

Save

< Save >



- Profile
- Cover Letter
- Education
- Employment Preferences
- Work Experiences
- License & Certificates
- Prepared Resume
- References

References

1 of 3 required

Name

test * Middle test

Address

City State Postal Code Country

Contact Information

Email Address * test.com

Contact Method

Phone * (111) 111-1111 Contact Allowed * No

Years Known * 3-5 Years Relationship * Family

Delete

+ New Reference

< Save >

Complete all info.
Remember Red * means mandatory fields. To ADD more fields Select + Add References.

SCRMC requires 3 references to be considered for employment.

Save



Featured Jobs At South Central Medical Center

You have now successfully added your resume and may apply for any open position you are qualified for.

Registration Clerk - ED As needed
PRN/Contingent

South Central Main Building
Posted Date: May 13, 2015

RN 3rd West 7p - 7a
Full Time

South Central Main Building
Posted Date: May 13, 2015

RN ICU/CCU- 7a-7p/7p-7a
PRN/Contingent

South Central Main Building
Posted Date: May 12, 2015

Respiratory Therapist
PRN/Contingent

South Central Main Building
Posted Date: May 12, 2015

Surgical Tech. Surgery hours vary
Full Time

South Central Main Building
Posted Date: May 12, 2015

Instrument Tech - Surgery Day as needed
PRN/Contingent

South Central Main Building
Posted Date: May 12, 2015

ED Tech. - ED 7p - 7a
Full Time

South Central Main Building
Posted Date: May 12, 2015

Housekeeper - Environmental Services
PRN/Contingent

Jones County Rest Home
Posted Date: May 12, 2015

LPN - CCNH 7a - 3p
PRN/Contingent

Jones County Rest Home
Posted Date: May 12, 2015

LPN PRN CCNC 11p - 7a Weekends Only
PRN/Contingent

Comfort Care Nursing Home
Posted Date: May 11, 2015

Applying For Housekeeper - Environmental Services

- Step 1
- Step 2**
- Step 3
- Step 4

Answer all questions.

Pre-Employment Questions

Are you 18 years of age or older?

- Yes
- No

Are you legally authorized to work in the United States?

- Yes
- No

Have you ever worked at SCRMC or any affiliates?

- Yes

Applying For Housekeeper - Environmental Services

Step 1 Step 2 **Step 3** Step 4

Complete fields. Hit Apply!

Background Screening

Full Legal Name (as appears on Government ID/SSN)

test test test

Government ID/SSN
444444444

Date of Birth
05/18/1971

< Previous Apply!

Job Details

[Apply](#) [Save](#)  

Job Title: RN 3rd West 7p - 7a
Location: South Central Main Building
Position Type: Full Time
Req ID: 00002P

If you already have your resume profile in place, all you need to do is select APPLY and answer employment questions.

Job Definition

JOB DESCRIPTION

Job Title: 244, 245, 246, 247, 685, **RN Registered Nurse**

Department: 6530-7820-6120-6180-6080-6101-6600-6121-6123

Provides quality care that is dependent on physician order or through independent nursing interventions based on professional judgment in response to individualized patient needs. Promotes restorative health and/or supportive care using the nursing process to assess, plan, implement and evaluate nursing care.

Job Components