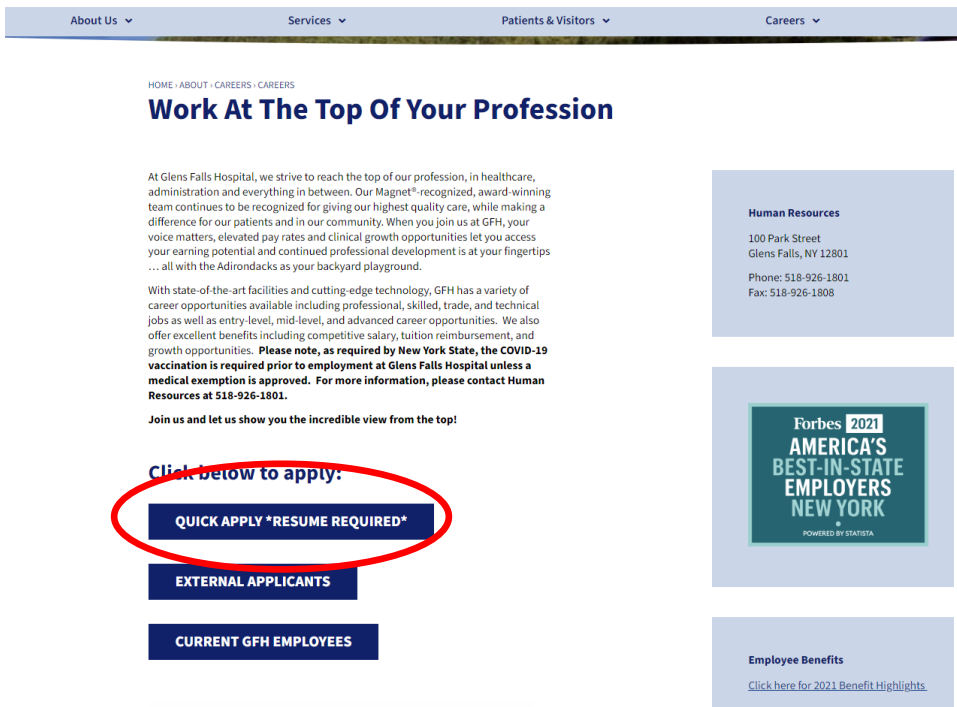


IMPORTANT NOTE

Please be sure to apply using a computer or laptop. Smartphone/tablets do not work well with this website.

Step 1: Quick Apply, Search for and Selecting Jobs

Select “Quick Apply” Box on <https://www.glensfallshospital.org/about/careers/glens-falls-hospital-careers/>



The screenshot shows the top navigation bar with links for 'About Us', 'Services', 'Patients & Visitors', and 'Careers'. Below the navigation is a breadcrumb trail: 'HOME > ABOUT > CAREERS > CAREERS'. The main heading is 'Work At The Top Of Your Profession'. The text describes the hospital's commitment to excellence and lists career opportunities. A red circle highlights the 'QUICK APPLY *RESUME REQUIRED*' button. Other buttons include 'EXTERNAL APPLICANTS' and 'CURRENT GFH EMPLOYEES'. To the right, there is a 'Human Resources' contact box and a 'Forbes 2021 AMERICA'S BEST-IN-STATE EMPLOYERS NEW YORK' award graphic. At the bottom right, there is an 'Employee Benefits' section with a link to '2021 Benefit Highlights'.

Once you have done so, you will be redirected to our application platform (Taleo). At this point, you can either search open positions by job title/keyword (Ex: “Patient Care Associate, Registered Nurse, Housekeeper”) or by Job Number (Ex: “220H9” for “RN - Staff Nurse II”).

Step 2: Choosing a Job

Click on the [Blue Job Title](#) to begin application or view job description:

Welcome. You are not signed in.

[Job Search](#) [My Jobpage](#)

Keyword Job Number

Job Openings 151 - 175 of 208

- Full-time (147)
- Part-time (32)
- Per Diem (29)

Job Shift

- Day Job (124)
- Night Job (49)
- Variable (19)
- Evening Job (15)
- Weekend (1)

Employee Status

- Regular (208)

Job Type

- Standard (208)

Location

Address

- Glens Falls Hospital (185)
- Cambridge Medical Center (5)
- Granville Medical Center (3)
- Hudson Falls Medical Center (2)
- Adirondack Cardiology (2)

[Show more...](#)
[See all locations](#)

[RN - Post Op](#) | 4W Surgical | Full-time | Day Job (7a - 7p) | 220VB

[RN - Post-Op Surgical](#) | 4W Surgical | Full-time | Night Job (7p-7a) | 220QS

[RN - Post-Op Surgical - Weekend Track Night Shift](#) | 4W Surgical | Full-time | Night Job (7p - 7a) | 220TU

[RN - Special Care Nursery](#) | Special Care Nursery | Full-time | Night Job (7p-7a) | 220YL

[RN - Staff Nurse II](#) | | Full-time | Day Job (7a-7p) | 220H9

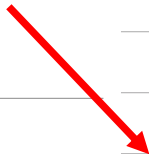
[RN - Staff Nurse II](#) | Emergency Department | Full-time | Day Job (7a- 7p) | 2212P

[RN - Stroke Program Specialist](#) | Neurology Practice | Part-time | Day Job (8-4:30) | 2212T


[RN - Surgical Admissions](#) | Surgical Admissions | Per Diem | Day Job (varied) | 2209K

[RN - Telemetry](#) | 6T Telemetry | Full-time | Day Job (18:45-07:00) | 2212D

[RN - Telemetry](#) | 6T Telemetry | Full-time | Day Job (18:45-07:00) | 2212C



You will then be directed to that positions job description. To apply, click the box at the bottom or top left corner of the screen that says, “Apply Online”.

Welcome. You are not signed in. | [My Account Options](#)  [My Job Cart](#) | [Sign In](#)

[Job Search](#) [My Jobpage](#)

Basic Search [Return to the home page](#) [Printable Format](#)

[Apply Online](#) [Add to My Job Cart](#) [SHARE](#) [Facebook](#) [Twitter](#) [Email](#)

Job Description

RN - Staff Nurse II -- (220H9)

Description

Are you not sure which RN Job to apply to? This job posting will direct your application to our Manager of Nursing Engagement.

Registered Nurse openings with Sign on Bonus!

Let's see if we can find a fit for you as an RN at Glens Falls Hospital. We have Staff RN, Assistant Nurse Manager, Nurse Manager and Nurse Educator positions available.

Specialties include but not limited to Med Surge, OB, ED, ICU, PACU, OR, Telemetry, Behavioral Health, Vascular Access, Medical Imaging, and Physicians Practice.

Shifts: Full time 8,10,12 hours position, part time and per diem. We have both day and night positions as well as a weekend track.

Registered Nurse Position Summary:

The RN is responsible for the accurate reconciliation of medications for the admitted patient. Working under the supervision of the Director of Nursing Resources this position works collaboratively with other members of the healthcare team to communicate any discrepancies in the patient's medication history. Works closely with the Quality Department, Nursing Leadership, and medical providers to identify opportunities for improvement in the medication reconciliation process.

Location: 100 Park Street, Glens Falls, NY 12801

Glens Falls Hospital Nursing

Glens Falls Hospital is proud to be a Magnet designated organization, joining only 8% of all hospitals in the United States to currently hold this distinction. Magnet Recognition is the gold standard for nursing excellence.

When you join Magnet Designated nursing excellence team, you will experience shared governance, engaged leadership, and skilled team members all in a family - like atmosphere.

About Glens Falls Hospital and the local area

Glens Falls Hospital (GFH) is an affiliate of the Albany Med Health System which includes Albany Medical Center, Columbia Memorial Hospital, Glens Falls Hospital, and Saratoga Hospital. GFH maintains a service area that spans 6,000 square miles across 5 diverse counties. Founded in 1897, GFH today operates an advanced health care delivery system featuring 20 regional facilities. A vast array of specialized medical and surgical services are provided in addition to coronary care, behavioral health care, rehabilitation and wellness and others. The main hospital campus is home to the C.R. Wood Cancer Center, the Joyce Stock Snuggery birthing center, the Breast Center and a chronic wound healing center. GFH is a not-for-profit organization and the largest employer in New York's Adirondack region, with over 2,300 employees and a medical staff of over 550 providers.

Primary Location: US-NY-Glens Falls
Job: Nursing - Registered Nurse
Schedule: Regular
Job Type: Full-time
Scheduled Time of Shift (format example: 7a-7p, 8a-4:30p): 7a-7p
Job Postings: May 23, 2022, 12:05:02 PM

[Apply Online](#) [Add to My Job Cart](#) [SHARE](#) [Facebook](#) [Twitter](#) [Email](#)

Step 3: Privacy Agreement

Carefully read the privacy agreement associated with our application system and make a decision to accept or decline the agreement. If you chose “I Decline”, no further action is needed on your end. However, you will be unable to proceed with the application. If you choose “I Accept” you will then be brought to the next page.

Welcome. You are not signed in. [Sign In](#)

[Printable Format](#)

Privacy Agreement

There are several steps in completing an online application.

- You will be asked to confirm your ability to sign and submit this electronically.
- You will review a Fair Credit Reporting Act notice that describes your rights.
- You will electronically authorize us to access your credit history if applicable to your position.
- You will electronically authorize us to verify additional personal information.
- You will complete the employment application itself.
- You will be asked to complete the Voluntary Equal Employment Opportunity Identification form.

By accepting these terms, you certify that you are able and willing to accept disclosures and/or documents electronically, as follows:

We are providing you with this online electronic signature confirmation, Fair Credit Reporting Act Notice, authorization to access credit, employment application and the Voluntary Equal Employment Opportunity Identification form electronically.

You have a right to receive any of these in paper format.

You can withdraw consent to electronic delivery at any time. If you have any questions about the application process or opportunities available with us, please contact us.

Prior to acceptance of electronic delivery of disclosures and/or documents, you should verify that you have the required hardware and software to access and retain them. You will need a:

Step 4: Log in or Create an Account

Like many other job boards, we will need for you to either log into your account if you are a returning applicant, or create an account if you are a new applicant

Returning Users

Log in using your username or password. If you are unable to remember this information, please call the HR front desk at 518-926-1801 for assistance. Once you have logged into your account, please follow through the standard application process.

Welcome. You are not signed in.

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

Returning user

*User Name




*Password

[Forgot your user name?](#)

[Forgot your password?](#)

Don't have an account?

Use a sign-in partner

New Users

Click the "New User" box to create your account.

Step 5: Creating a Username and Password

As a new user, you will need to create a unique and secure username and password. Please be sure to keep track of this information for further applications (if needed) and store this information in a secure area.

Welcome. You are not signed in.

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

Create an account

*User Name




*Password

*Re-enter Password

Email Address

Re-enter Email Address

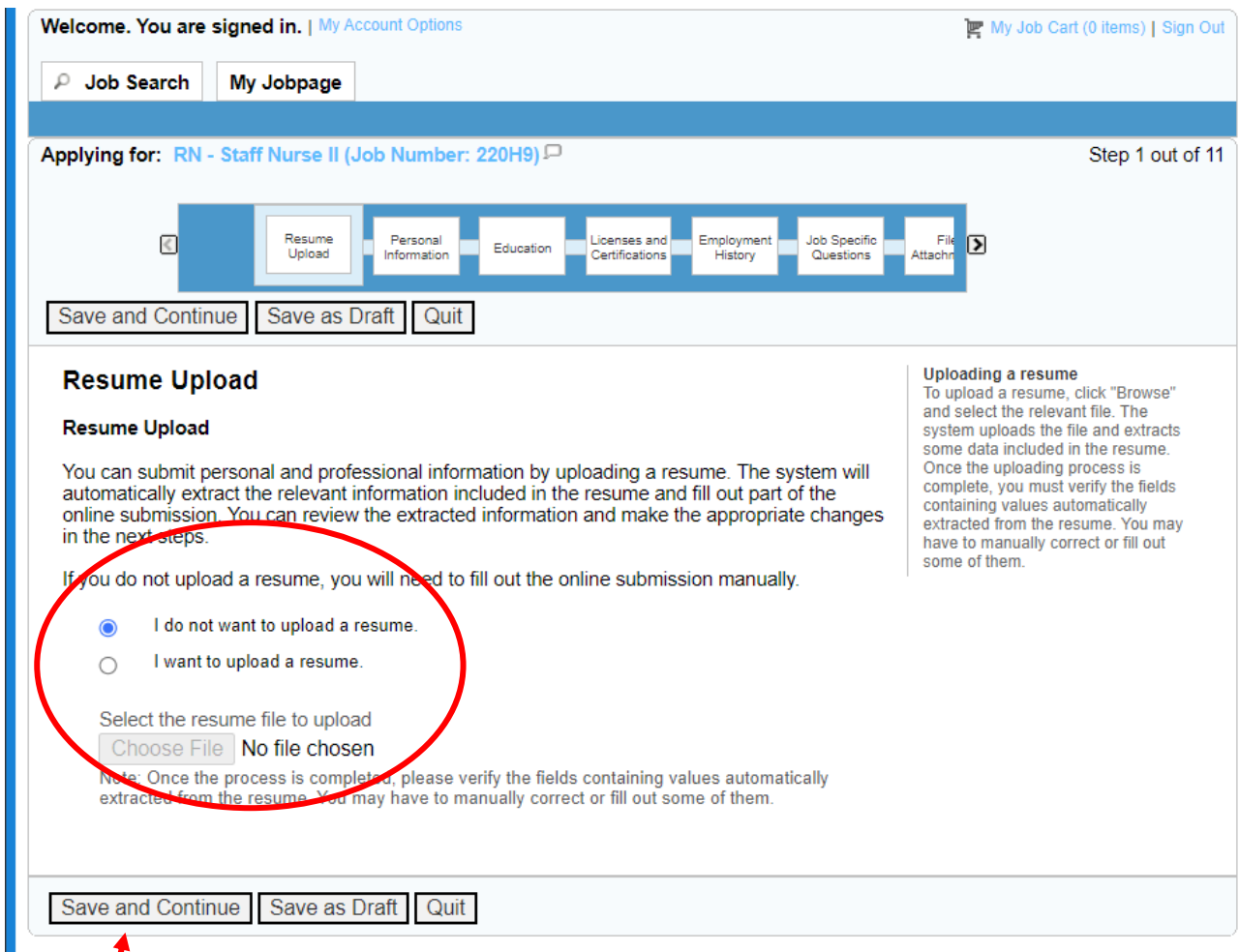
Use a sign-in partner

If you receive an error message, please review it, and follow the provided instructions. If you are successful, you will then be brought to the first stages of the application.

Step 6: File Attachment

The first stage of the application will require you to upload your resume/supporting documents (example: cover letter) for our review. For Quick Apply, all applicants are required to upload their resume so that we can carefully review their qualifications in line with each role they chose to apply for. Your resume will serve as an alternative to manually entering your work history/educational attainment, thus saving time in the application process. Of note: Please be sure that your resume is up to date, and contains accurate information regarding when you began, and left each of your current/prior roles. If this information is not clearly specified, HR may need to follow up with you to clarify.



The screenshot shows the 'Resume Upload' step of an application process. At the top, it says 'Welcome. You are signed in.' with links for 'My Account Options', 'My Job Cart (0 items)', and 'Sign Out'. Below this are 'Job Search' and 'My Jobpage' buttons. The main heading is 'Applying for: RN - Staff Nurse II (Job Number: 220H9)' and 'Step 1 out of 11'. A progress bar shows steps: Resume Upload (active), Personal Information, Education, Licenses and Certifications, Employment History, Job Specific Questions, and File Attachment. Below the progress bar are 'Save and Continue', 'Save as Draft', and 'Quit' buttons. The 'Resume Upload' section contains the following text: 'Resume Upload', 'You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.', 'If you do not upload a resume, you will need to fill out the online submission manually.', and two radio button options: 'I do not want to upload a resume.' (selected) and 'I want to upload a resume.'. Below these is a 'Choose File' button and 'No file chosen' text. A note at the bottom states: 'Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.' At the bottom of the form are 'Save and Continue', 'Save as Draft', and 'Quit' buttons. A red arrow points to the 'Save and Continue' button at the bottom left.

Once completed, press the “Save and Continue” box at the top or bottom left corners to proceed.

Step 7: Entering Contact information and Completing Required Questions

Here, you will need to fill in your contact information. Please note that First/Last Name, Street Address, City, Zip/Postal Code, Place of Residence, Primary Phone Number, and Email Address are all required fields (* = required field). This means that you cannot complete your application without filling out the required information. You will also need to complete all of the required questions and select the option in the dropdown menu (click on the downwards arrow inside each box) which applies to you. Once finished, you may click the Save and Continue box to move on.



Save and Continue | Save as Draft

Personal Information

Personal Information

Please enter all relevant personal information in the fields below.

*First Name Middle Name Last Name

*Street Address (line 1)

Address (line 2)

*City Zip/Postal Code

*Place of Residence - Please select the nearest metropolitan area to you
 Country
 Not Specified

Please provide desired contact phone numbers in the fields below. Please use this format: 312-555-1212.

*Primary Phone Number Secondary Phone Number

*Email Address

Desired Salary

*If you are offered employment, can you furnish documents proving your identity and legal authorization to work in the United States, as required by the government?
 Not Specified

*Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?
 Not Specified

*Is there anything that will prevent you from performing job-related functions of the position for which you are applying?
 Not Specified

*In the past year, have you worked for a Medicare Fiscal Intermediary, such as Medicare, Medicaid, Medicare Administrative Contractor (MAC) or as a subcontractor such as National Governmental Services, Noridian Healthcare Solutions, etc.?
 Not Specified

*Were you previously employed by Glens Falls Hospital?
 Not Specified

If you have previously worked at Glens Falls Hospital, please provide any other names used at the time of employment. If this is not applicable, please write "n/a".

Source Tracking

Please indicate how you heard about this job.

*Source Type
 Select One...

Save and Continue | Save as Draft



Step-by-Step guide for Quick Apply Applications

Step 8: E-Signature

Please read following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an e-signature is the electronic equivalent of a hand-written signature. To complete this, please type your full name in the “Please enter your full name” box. Once finished, you may click the Save and Continue box to move on

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equiv

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

I hereby certify that the information I have provided on this application is true, correct, and complete. I hereby authorize any employer, educational institution, government agency, physician, or hospital that has my record they may have concerning my employment and related matters to Glens Falls Hospital. Further, I release all parties and persons from any and all liability for any damage that may result from furnishing such information to or disclosure of such information by Glens Falls Hospital or any of its agents, employees, or representatives in connection with my application for employment or any inquiry from other prospective employers.

I understand that any misinterpretation, falsification, or material omission of information on this application may result in my termination, should Glens Falls Hospital discover such after my employment. In consideration to the policies, values, code of conduct and standards of Glens Falls Hospital, as they may be amended from time to time at the hospital's discretion.

Glens Falls Hospital is a tobacco-free environment. Tobacco use including cigarettes, cigars, pipes, electronic cigarettes, and smokeless tobacco, is prohibited on all property owned, leased, or operated by Glens Falls H

I understand that nothing in this employment application, in Glens Falls Hospital's statements, human resources guidelines, or in my communications with any Glens Falls Hospital employee or representative is intended between the Hospital and me.

I acknowledge that no promises regarding employment have been made to me. I understand that this application shall be considered "active" for up to six months, and that any offer of employment is conditioned on satis drug screen, and successful completion of a medical examination, which may include a Job Placement Assessment (JPA), and on my furnishing a satisfactory proof of my identity and legal authority to work in the United

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:

Save and Continue Save as Draft Quit



Step 9: Diversity

We are required to maintain records for our Affirmative Action Plan and request that you complete the information that applies to you. The information is confidential and will be used solely for statistical purposes. If you choose to complete the form, the information will not affect your being considered for employment opportunities for which you are qualified. You will need to complete all of the required questions and select the option in the dropdown menu (click on the downwards arrow inside each box) which applies to you. Once finished, you may click the Save and Continue box to move on.

Diversity

Diversity

Please provide the information requested in the fields below regarding diversity.

We are required to maintain records for our Affirmative Action Plan and request that you complete the information that applies to you. The information is confidential and will be used solely for statistical purposes. If you choose to complete the form, the information will not affect your being considered for employment opportunities for which you are qualified. You will need to complete all of the required questions and select the option in the dropdown menu (click on the downwards arrow inside each box) which applies to you. Once finished, you may click the Save and Continue box to move on.

*1. Ethnicity

I do not wish to provide this information ▼

*2. Race

I do not wish to provide this information ▼

*3. Gender

I do not wish to provide this information ▼

*4. Vietnam Era Veterans and Other Veterans

Not a Vietnam Era Veteran or Other Veteran ▼

*5. Individuals with Disabilities

Do you consider yourself an individual with a disability?

I do not wish to provide this information ▼

Save and Continue

Save as Draft

Quit

Step 10: Review and Submit

This is the last step in the application process. Here you will be asked to carefully review all of the information you have entered so far to ensure its accuracy. If you find that you wish to make edits on any part of the application, you may do so by clicking “[Edit](#)” in the right side of each field, next to its name (example **Personal Information** | [Edit](#)).

Review and Submit

The following information will be submitted after you click the **Submit** button. Where an **Edit** link is displayed, you

Personal Information | [Edit](#)

Personal Information

Full Name
Street Address (line 1)
Address (line 2)
City
Zip/Postal Code
Place of Residence - Please select the nearest metropolitan area to you
Primary Phone Number
Secondary Phone Number
Email Address
Desired Salary
If you are offered employment, can you furnish documents proving your identity and legal authorization to work in the United States, as required by the government?
Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?
Is there anything that will prevent you from performing job-related functions of the position for which you are applying?
In the past year, have you worked for a Medicare Fiscal Intermediary, such as Medicare, Medicaid, Medicare Administrative Contractor (MAC) or as a subcontractor such as National Governmental Services, Noridian Healthcare Solutions, etc.?
Were you previously employed by Glens Falls Hospital?
If you have previously worked at Glens Falls Hospital, please provide any other names used at the time of employment. If this is not applicable, please write "n/a".

Source Tracking

Source Type
Source

Education | [Edit](#)

Once finished, click the “Submit” box to complete your application.

eSignature | [Edit](#)

eSignature

Signed by:
Date:

FAQ's

Q: Why will my application not go through?

A: Sometimes this happens if you are attempting to apply with a smartphone or tablet. If you are trying to apply this way, sometimes:

- 1) Your application will fail to submit correctly
- 2) You will be unable to upload supporting documents (or a resume with quick apply)
- 3) You will be prematurely expelled from the website

To fix this, you can try a few things:

- 1) Try applying with a computer or laptop. If you do not have one, try and see if you can borrow one. If no one can loan you a computer or laptop, try your local library, they should be able to allow you access to one of theirs.
- 2) If none of these options are suitable, you can try and apply using the Firefox browser. Occasionally, his browser can bypass some of the system errors leading to trouble submitting your application.

Q: I have been locked out of my account, what should I do next?

A: Contact our Human Resources Department, we may be able to help you troubleshoot this issue. If you try, and fail, to log into your account too many times, you may be locked out for security reasons. We can help by unlocking you account after verifying your identity.

Q: I created an account, and they system keeps telling me that my information is already attached to another account, what should I do next?

A) Contact our Human Resources Department, we may be able to help you troubleshoot this issue. You may have submitted an application or began an application several years ago using the same personal information (such as your email) that you are using now. We can help finding your old username, after verifying your identity.

Q: I forgot my username and password, what should I do next?

A: There is a self-service option for this issue.

- 1) If you forgot your username, click "[Forgot your username?](#)"
- 2) If you forgot your password, click "[Forgot your Password?](#)"

A verification communication will be sent to your email to help you with recovering/changing this information. Please be sure to read the communication carefully and allow enough time for it to populate in your inbox. If, after some time, this has not populated in your inbox check your span/junk folder. If you cannot find it in these, please check any other emails you have created the account under.



ALBANY MED Health System

GLENS FALLS HOSPITAL

Step-by-Step guide for Quick Apply Applications

If none of your options are working, please contact the Human Resources Department, we may be able to help you troubleshoot this issue.

Glens Falls Hospital Human Resources Department Contact information:

Troubleshooting Questions:

HR Front Desk Phone: 518-926-1801

Questions about Job Opportunities

Talent Acquisition Specialist Name: Jonah Bremenkamp

Talent Acquisitions Specialist Phone: 518-926-3421

Talent Acquisitions Specialist Email: Bremenjm@glensfallshosp.org

Questions about Job Opportunities (Nursing)

Talent Acquisition Specialist Name: Rachel DeLane

Talent Acquisitions Specialist Phone: (518)926-1813

Talent Acquisitions Specialist Email: rdelane@glensfallshosp.org