**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/](https://www.glensfallshospital.org/about/careers/glens-falls-hospital-careers/)

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:
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”.

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**ALBANY MED Health System**

**GLENS FALLS HOSPITAL**

**Step-by-Step guide for Quick Apply Applications**

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”.

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**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 St 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 Post Date:** May 23, 2022, 12:05:02 PM

[Apply Online] [Add to My Job Cart]
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.
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.

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.

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.

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.
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.

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.
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 information will not affect your being considered for employment opportunities for

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).

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