**Mercy Health - External candidate application guide**

This guide is designed to assist external candidates when applying for vacancies with Mercy Health.

# Apply for a position

1. Navigate to the Mercy Health careers site - *https://mercyhealth.mercury.com.au/Default.aspx*
2. Click **All Vacancies.**

All current Mercy Health vacancies will be displayed.

1. You can search for a specific position, or you can filter positions by various categories.



1. Click the position you wish to apply for.

The Position Details screen will display with information about the position, including the position description, which can be downloaded.

1. At the bottom of the page, click **Apply Now**.



1. At the next page, you will be prompted to enter your email address. Click **Apply Now.**

The Application for Position screen will display.



1. Enter your details at each of the screens below. Some fields are mandatory and you cannot progress your application without entering the required information.



1. The **Declarations** page will allow you to **Submit** your application.

Upon submission, you will receive an email acknowledging your application.



# Manage your profile

Once your application has been submitted, you will receive an email as below:



1. Click the **link** in the email to activate your account.

The Forgotten Password / Username screen will display.

1. Enter your password and click **Submit.**

An automated email is sent to your account with your **username** and a link to reset your password.

1. Click the **link** in the email to reset your password.

The Mercy Health eRecruit site will be displayed.

1. Enter the password you wish to use for your account. Click **Continue**.

Your Mercy Health password has been set.

1. Click **Login** to view your profile by entering your **username** and **password**.
2. Click **My Profile** to view your profile.

Your Mercy Health profile will display.

You can view and update your Mercy Health applications by selecting the **Application History** tab on your profile.



You also have the option to select the job categories that are of most interest to you.

1. Click **Account Settings** and check the box of all categories that appeal to you.
2. Click **Save**.

You will automatically receive an email notification whenever a new position is advertised in one of your preferred job categories.

