New or Existing Applicants

**Searching Our Jobs:**

Go to Moffitt.org/Careers. Then, click the “Search Jobs” button located towards the bottom of the page.

Use the Quick Search options to filter and narrow down your job search so you are only viewing vacancies that you are interested in applying for. For example, if you are only looking for a full-time position, you may choose the “Positions by Status” search option.
**Positions by Location** – allows you to view positions based on the physical address

- M2Gen Building, 10902 N McKinley Dr
- Moffitt at International Plaza, 4104 Jim Walter Blvd
- Moffitt Business Center, 12653 Telecom Dr

**Positions by Category** – allows you to view positions based on the category (Clerical, Nursing and Patient Services, etc.)

- Administrative & Clerical Support
- Allied Health & Clinical Lab
- Business & Information Technology
- Education & Training
- Faculty & Advanced Practice Professionals
- Management & Leadership
- Nursing & Patient Care Services
- Postdocs & Fellows
- Science & Research
- Service & Skilled Trades

And so on with each grouping.

We have new features such as “Featured Job” search or openings with the “Past 7 days.”

Should you want to create an advanced search you may do so by clicking the Advanced Search bar. Then, choose the criteria you would like to search by:
You may choose a location and category or use the key word search.

**Viewing a Job Posting:**

Once you have completed your search, you may access more detailed information by clicking the job title.

Here you will see more detailed information regarding the posting such as job summary, requirements, license and certifications, etc.
Interested in Applying?

You can apply two ways:

1. You can apply via the job search results by clicking the blue “Apply” button. A drop down displays and from there you can apply now or later. Current employees can apply via this option as well.

2. You may also apply on the job details page by clicking the same blue “Apply” button. Following the steps noted above.
You will be brought to the log in page; from there, you may need to register if you have never applied in the past. **Past applicants can login with their previous username and password as this has not changed in the system.**

Complete the registration information if needed...

Whether you have logged in previously or register a new profile, you will be taken to the application automatically upon signing in.
**Important Information for Applicants:**

You can follow the progress of your application by using the progress tracker at the top of the page. Be sure to use the “Save Often” link as well. This will come in handy if your application times out.

When completing the application, be cautious of the guiding information at the top of the page. This will help you ensure that all the required fields are completed.

You will be asked if you are a current employee, please be sure to choose the appropriate option and proceed as needed.

**NOTE!** Volunteers, Students, Contractors or Non-Paid Staff/Trainees are not considered paid staff. Therefore, are not considered an “employee” of Moffitt Cancer Center or M2Gen.

Continue with completing the application.

**REMINDER:** The sections that are required will have a red asterisk next to each field.
Some fields have specific formatting needed for our information. Please be sure to use this formatting otherwise you cannot submit your application to us.

For example, the primary phone portion needs to be formatted with the dashes included.

To scroll back to the top of the application you can use the orange “Up” arrows to accomplish this.

To completed each section, you will need to click the expand option to display that part of the application.
Adding Education Information:

You will need to click the buttons below the high school section to add additional education information.

Notice you can remove if needed.
Adding Work History:

Please note the following message on our application.

Click the Add additional work history button towards the bottom of the Most Recent/Current Employer portion to add other employer information to the section.

Review the Compliance information and sign once complete. You will be prompted and your application will not be submitted until you have fully finished the application online.

Complete the remaining pages of the application online (this may vary based on the position you are applying to with interest).
**Want to review your application history?**

Log back into your account using the sign-in link at the top of the Job Search page.

Upon logging in, you can view your active applications on your home dashboard or click the “Application History” option from the top ribbon.