

## Guide to Applying Online

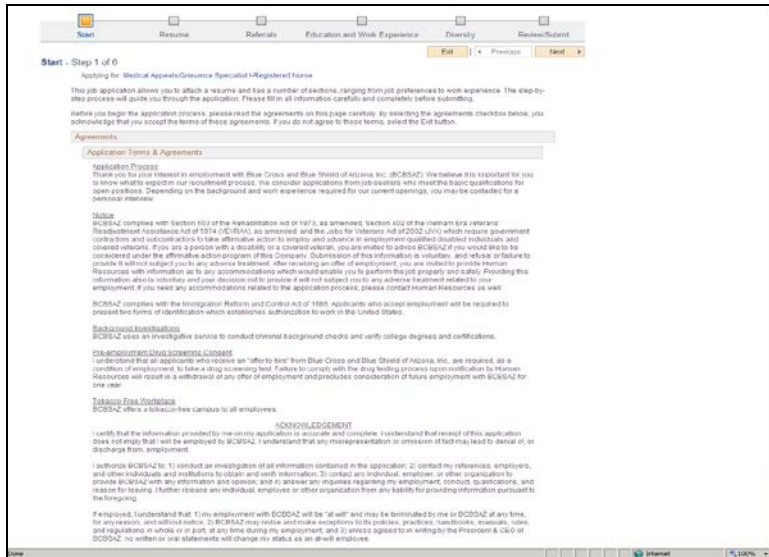
Applying for a position at Blue Cross Blue Shield of Arizona is done via PeopleSoft. You do not have to complete the application in one session. You can save a draft and return later to complete the application.

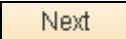
This job aid will show you how Travis Bumgardner submitted his first application. You can use these steps as a guide to doing your own application.

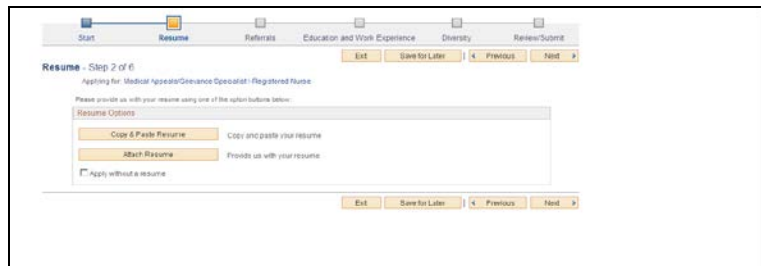
Note: Go to [azblue.com/careers](http://azblue.com/careers) for the link to apply.

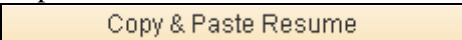
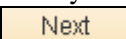
Job Title	Job ID	Location	Job Family	Posted Date	Save Job	Apply
1 Clinical Contract Specialist	1505	Phoenix		11/07/2013	Save Job	Apply
2 Systems & Reporting Technician	1626	Phoenix		11/05/2013	Save Job	Apply
3 Case Manager-Registered Nurse Behavior Health case mgmt exper	1548	Phoenix		11/05/2013	Save Job	Apply
4 Bilingual Customer Service Representative- Hispanic Conierge Unit- Tucson, AZ (2 positions)	1624	Tucson		11/04/2013	Save Job	Apply
5 Medical Appeals/Grievance Specialist I-Registered Nurse	1553	Phoenix		10/30/2013	Save Job	Apply
6 Mgr- Provider Network Contract	1606	Phoenix		10/30/2013	Save Job	Apply
7 Care Coordinator Federal Program- RH (experience with Authorizations/Referral process)	1620	Phoenix		10/29/2013	Save Job	Apply
8 Enterprise Architect	1616	Phoenix		10/23/2013	Save Job	Apply
9 Informatics Health Analyst (SAS experience required)	1511	Phoenix		10/10/2013	Save Job	Apply
10 Systems Analyst II (.NET, C# and SQL experience)	1581	Phoenix		10/10/2013	Save Job	Apply
11 Enterprise Architect	1585	Phoenix		10/08/2013	Save Job	Apply

Step	Action
1.	Click the <b>New User</b> link to establish yourself in PeopleSoft. If you've previously applied online, just type in your user name and password and click the <b>Sign In</b> button. <a href="#">New User</a>
2.	Enter your information on the Register screen to establish a user ID.  Click the <b>Register</b> button. <a href="#">Register</a>
3.	The Job Search page lists ALL current openings that you can apply for.  Click the on any job title to see additional information. <a href="#">Medical Appeals/Grievance Specialist I-Registered Nurse</a>
4.	When you've read the job details, just click the <b>Apply</b> button to start your application. <a href="#">Apply</a>



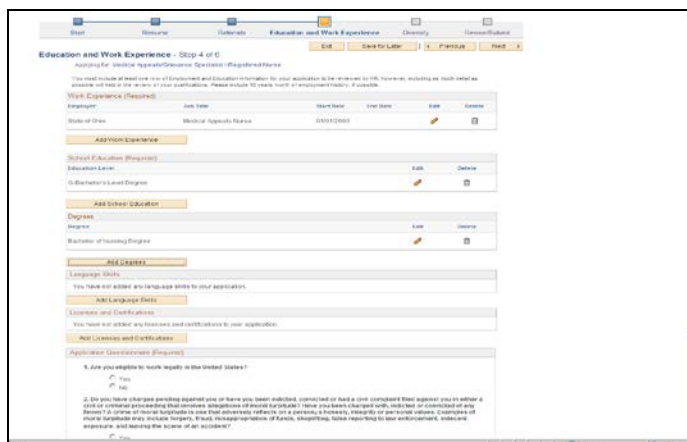
Step	Action
5.	Step 1 of 6 - Review the application terms and agreements page.
6.	Click the <b>I have read and agree to the above terms and agreements</b> option.  Click the <b>Next</b> button. 



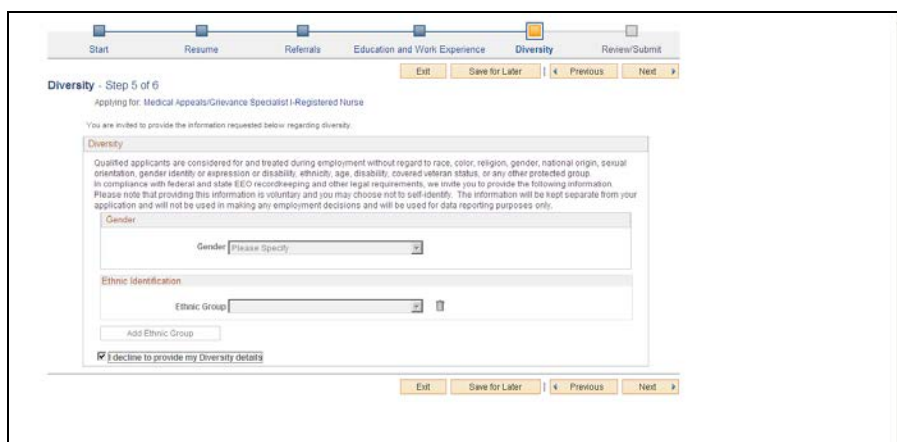
Step	Action
7.	Step 2 of 6 - Either attach a resume or copy and paste one into PeopleSoft. 
8.	Once you've attached a resume, please click the <b>Next</b> button to continue. 

Step	Action
9.	<p>Step 3 of 6 - Answer the questions about how you learned about the job opening you are applying for. If you have been referred by an employee, please put their work email in the Email Address field.</p> <p>Click the <b>Next</b> button.</p> <p style="text-align: center;"><input type="button" value="Next"/></p>

Step	Action
10.	<p>Step 4 of 6 - You are required to enter Work Experience and School Education to submit your application.</p> <p>Click the <b>Add Work Experience</b> button to begin.</p>
11.	<p>When you've entered a work experience, click the <b>Save</b> button to continue and return to the application, or <b>Save and Add Another</b> to add another job.</p> <p style="text-align: center;"><input type="button" value="Save"/></p>
12.	<p>Click the <b>Add School Education</b> button to enter your education.</p>



Step	Action
13.	You can add language skills, licenses, and more. To finish the application, you are required to answer the Application Questionnaire questions.
14.	Click the <b>Next</b> button to continue. <div style="text-align: center;"><b>Next</b></div>



Step	Action
15.	Step 5 of 6 - Please provide your gender and ethnic identification or choose to decline to provide this information.  Click the <b>Next</b> button to continue. <div style="text-align: center;"><b>Next</b></div>

Step	Action
16.	<p>Step 6 of 6 - Final Review and Submit of the application!</p> <p>Review the information, and click the <b>Submit Application</b> button or <b>Previous</b> to edit the information you've entered so far.</p> <p style="text-align: center;"><a href="#">Submit Application</a></p>

Step	Action
17.	<p>You will be provided a confirmation of the application submittal.</p> <p>Click the <b>Return to Job Search</b> link to see all of the job openings again.</p> <p><a href="#">Return to Job Search</a></p>