How to Use the <u>Residency Showcase Program Listing Portal</u>

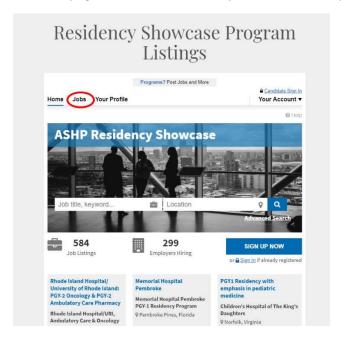
Please Note: As we are using a job board technology for the program listing, there are certain instances where a listing will be referred to as a "job," not a residency.

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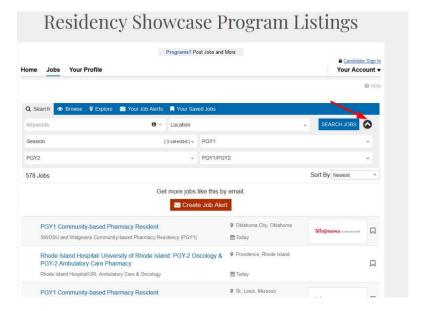
1. Introduction

Welcome to the 2018 Residency Showcase program listings. This portal is designed to help you plan your visit to Residency Showcase and navigate the more than 1,000 residency opportunities offered by programs participating in the event. To begin your search, simply click on the "jobs" tab at the top of the main page or use the link directly into the residency listing page.



2. Portal Home Page

The menu at the top should look as shown below. If you do not see all sortable categories, simply click the arrow highlighted in the image below to see more options.

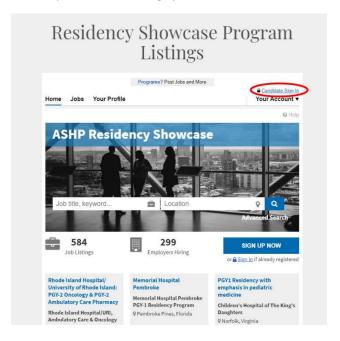


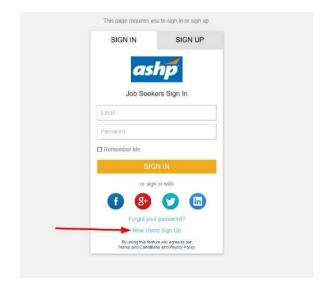
3. Candidate Sign In

You may decide to create a sign in. This will give you the following options:

- Save listings
- Create alerts when new postings meet your search criteria
- Upload your profile (candidate profiles are not visible to residency programs)

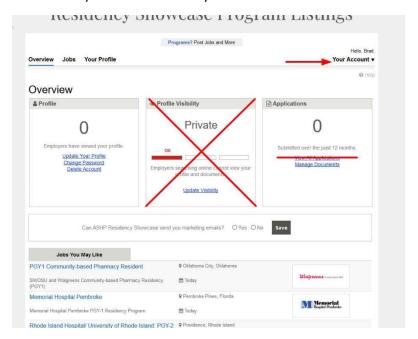
If you decide to create a sign in, please click on "Candidate Sign In" on the top right of the page. The next page will ask you for log in information. This is NOT your ASHP sign in. You must create a new log in to the Residency Showcase listings portal.





This will take you to your Candidate overview page. Important Information to Note on this page

- a. Click on the "Your Account" drop down on the top right under your name to see/update/delete saved jobs and alerts.
- b. As we are using a job board technology, you will see "Update Your Profile" and "Update Visibility," but neither is relevant as your profile cannot be visible to programs in the portal.
- c. The application system is not used in this portal, so you will never see any information in "View Applications"
- d. You can use the "Manage Documents" feature to save your CV and other documents for your own records if you choose.



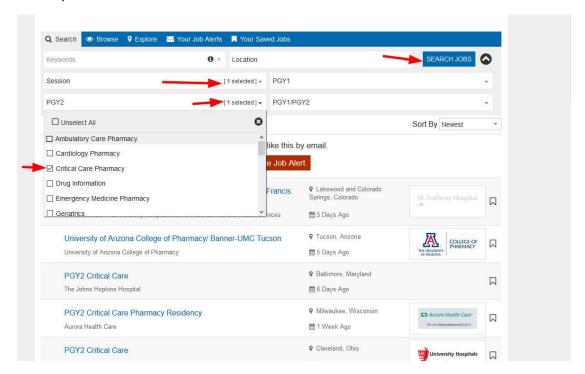
4. Search Listings

You may filter your selection using any of the search categories listed below. Multiple search categories, and filters within each category, may be selected and combined depending on your preferences."

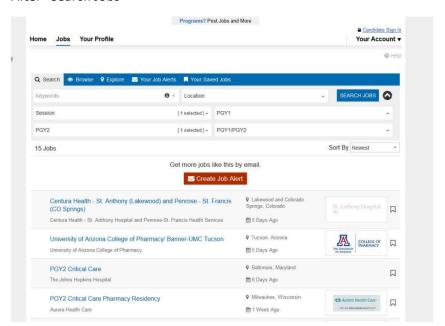
- Keywords –Search for listings with certain keywords in the description or title. You can use keywords in tandem with other sortable categories to narrow your search further. Example: Academia.
- Location Only show listings in a specific state.
- Session Only show listings in one or more of the 3 Residency Showcase session(s) Monday PM (1-4 PM), Tuesday AM (8-11 AM), or Tuesday PM (1-4 PM)
- PGY1, PGY2 OR PGY1/PGY2 Only show listings in specific residency types. Dropping down these categories will open a list of practice area to select from (you may select multiple within one type).

When you have your categories selected, you will see [X selected] next to each one. You can now click on "Search Jobs." In the images below, the first one shows an example of searching for a PGY2/Critical Care Pharmacy in one session (Monday in this one).

Before you select "Search Jobs"



After "Search Jobs"



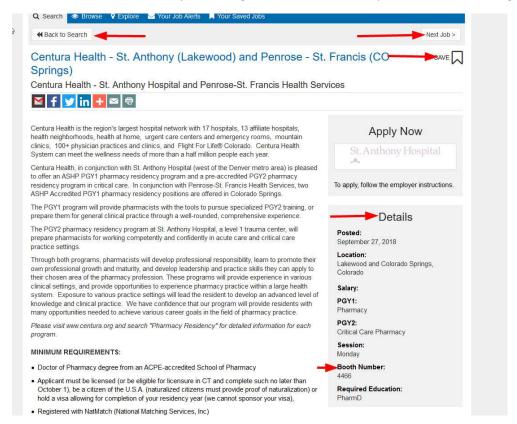
5. Search Results Page

Once you have applied your filters, you now have all your relevant program options. Your existing filters will be saved, but can be modified. Options b, c, and d are covered in more detail below.

- a. Narrow or expand your search again by using the menu at the top and clicking on "Search Jobs"
- b. View and search listing(s) by clicking on it
- c. Create an alert for this search will send you emails when more listings are posted in this search criteria.
- d. Favorite a listings you can save a list of your favorites.

6. View Listing(s)

Click on a listing that interests you. It will look like the following image and include details of the listing in the middle and a summary on the right (booth number, required education, categories listed, etc.).

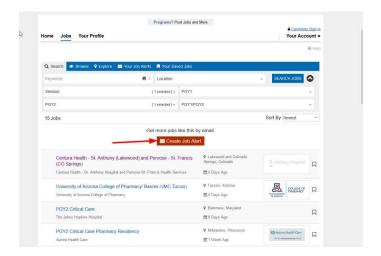


You can now save/favorite the job (see number 7 below), go back to the search results, or go to the new listing within the search results ("Next Job"). You can also use social media or print/email the listing by using the images below the title and location.

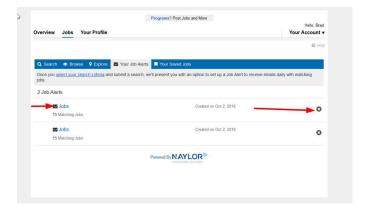
7. Create an Alert

You have the ability to sign up for alerts. An alert is a daily email consisting of new listings in the selected categories sent directly to your Inbox. For example, if you are looking for a PGY-2 in Critical Care, you can create an alert with those filters. Your daily email will show you a summary of new Critical Care residencies posted each day.

To create a job alert, click on "Create Job Alert" at the top of your search. You must create a sign in to have job alerts. The alert will save in "Your Job Alerts" when you drop down the "Your Account" menu on the top right under your name.

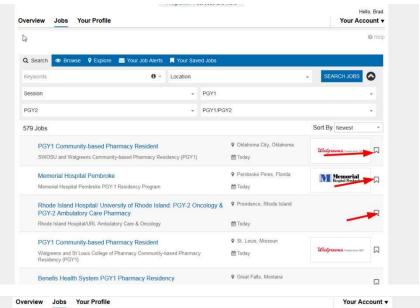


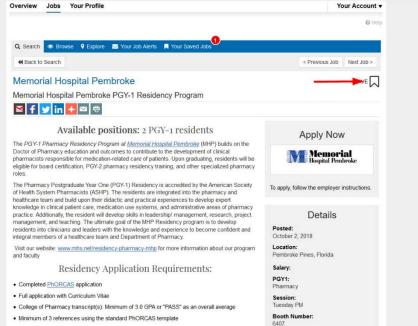
You will now receive daily emails about this alert. On the web page, you can view all listings in that search or delete the alert.



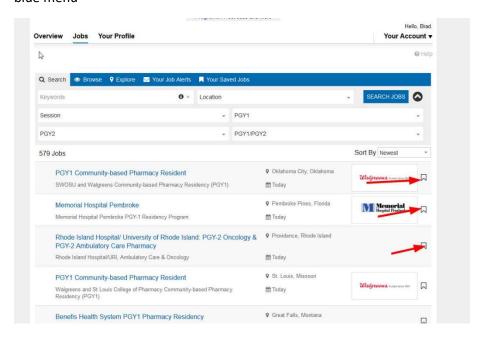
8. Save Listings

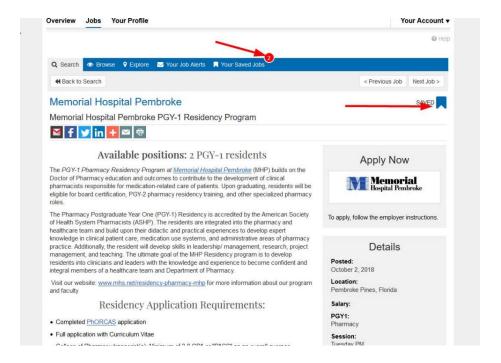
The saved listings are called "Saved Jobs" in the portal. You can save a listing either on the search results page or in the listing's page. You must be signed in to the portal to save listings.





After a listing is saved, the flag will be blue and you will see a number next to "Your Saved Jobs" on the blue menu





You can now click on "Your Saved Jobs" to view the ones you've saved. You can access this in the top menu or under "Your Account" in the drop down on the top right. You can now view a saved job or delete it from your saved list.

