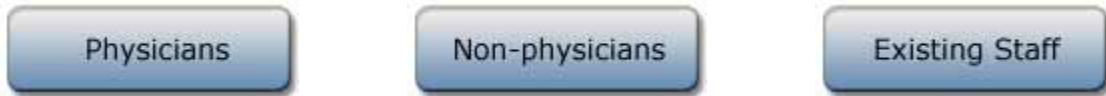


Applying for a Position with Marshfield Clinic

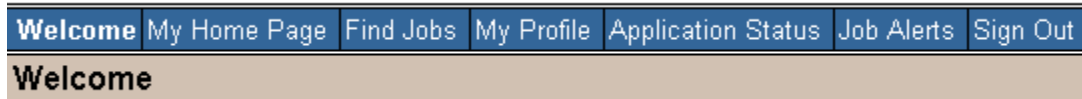
To apply for a position with Marshfield Clinic, you must complete and submit an online profile. The profile you create will be saved, so that each time you would like to apply for an open position, you will only need to log into the website and re-submit your existing profile.

To create an online profile and apply for a position, follow the instructions below.

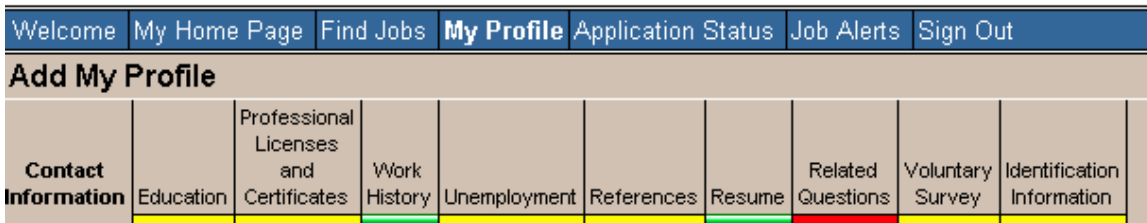
1. Go to www.marshfieldclinic.jobs
2. Select the appropriate application (Physicians, Non-Physicians, Existing Employees). The Employment Center will pop open in a new Internet window.



3. Select [Register](#) to create a User ID and Password, or if you are a registered user, enter your User ID and Password to log into your profile.
4. Next, click on My Profile.



5. Complete each section of your profile. Be sure to save after updating each page.



When you have completed entering all of your information into My Profile, you are now ready to submit your profile and apply for any open position.

1. To apply for an open position, click on Find Jobs. On the Find Jobs page, use Search Jobs, Browse for Jobs, or enter the Position Number to find the position for which you would like to apply.



2. Your search results will display. Click on the appropriate [Job Title](#).

Please click on a job title to view the Job Detail

Job Title	Position No.	Department	Center	Date Posted	Deadline	# Openings	Location	Position Availability
1. Orthotic/Prosthetic Technician	MCD60438	Prosthetics-Ortho	Marshfield	07/10/2006		2	Marshfield, WI	Full-time

3. The job posting will display. To apply for the position, click on [Apply for this position](#).



To apply for this **Orthotic/Prosthetic Technician** position, click on [Apply for this position](#).

4. You will be brought back to My Profile, where you can make any final changes if you'd like. ****To submit your application, scroll down to the bottom of the screen and click on:****

[If your profile is now complete, click here to submit your application.](#)

5. Depending on the position, you may have a few additional questions to answer regarding your experience relevant to the open position. Answer the questions and select Continue.
6. Next your full online application will display for you to review one final time. Scroll down and read through the Information Acknowledgement/Pre-Employment Statement at the bottom of the page.
7. Scroll all the way down to the bottom of the page, select Yes, and then Submit.

*** I have read the above Information Acknowledgement and understand and agree to all of the statements.** Yes No

8. When you have received the message below, your application has been submitted.

Thank you for your application for employment!

Your application will be given full review and consideration for this position.

Please click on [My Info Home](#) above to view the status of your application for this position.

If you have an email address on file with us, you will also receive an email confirmation for this application.

Again, thank you for applying!