

Job Seeker Login and Resume Submission Instructions

1. Welcome to AAPMR's Career Center (jobboard.aapmr.org). To login click on "Job Seeker Sign In".

Career Center

Questions? Give us a call at 1-888-491-8833 or send us an email at: customerservice+165403@support.boxwoodtech.com

Employers? Account Overview

Job Seeker Sign In
Your Account

Home Jobs Fellowships Your Profile

Help



2. Click on "Sign Up" on the following page. Fill out your basic information. An email will be sent to you prompting you to login and complete your profile. Once you have followed the link on the email you will be able to complete your profile.

This page requires you to sign in or sign up.

SIGN IN SIGN UP

aaPM&R
American Academy of
Physical Medicine and Rehabilitation

Job Seekers Sign In

Email

Password

Remember Me

SIGN IN

or sign in with

[Forgot your password?](#)

[New Users Sign Up](#)

By using this feature you agree to our [Terms and Conditions](#) and [Privacy Policy](#).

3. To complete your profile and to upload any documents click on “Your Profile”.

The screenshot shows the top navigation bar with 'Overview', 'Jobs', 'Your Profile', and 'Resources'. A red arrow points to 'Your Profile'. Below the navigation bar is a search bar with 'Keywords' and a 'SEARCH JOBS' button. The results section shows '494 JOBS' and a 'Sort By' dropdown set to 'Newest'. Two job listings are visible: 'Senior Patient Safety and Risk Consultant (Telework Position)' by MedPro Group in Seattle, Washington, and 'Nurse Practitioner (ARNP) - HPH Hospice -Hudson, New Port Richey' in Hudson, Florida.

4. Click on “Edit Profile”.

The screenshot shows the 'Your Profile' page. The navigation bar includes 'Overview', 'Jobs', 'Your Profile', and 'Your Account'. The main heading is 'Profile'. A progress bar at the top right shows 'Upload Resume', 'Documents', 'Preview', and 'Finished'. Below the progress bar are buttons for '< Go Back' and 'My Account >'. A large blue button labeled 'EDIT PROFILE' is highlighted with a red circle. At the bottom, there is a link for 'Not Searchable Change Visibility * Edit'.

5. You will be prompted to enter any missing data. Click “Save and Continue” after entering data on each page until you come to the page where you can upload documents.

Fields marked * are required

Profile Visibility

Public: Make my profile and any documents I select searchable.

Confidential: Make only my profile searchable and keep my contact information hidden.

Private: Do not make my profile searchable.

Your Documents

You may select which documents are visible to employers.
Searchable documents are not allowed if you choose to keep your contact information hidden or you do not make your professional profile searchable. (See Above)

Upload Documents

You will be able to select which documents you would like to make searchable.

No File Selected Choose File

Files must be 2MB or less. You may upload up to 5 files. **Allowed document types.**

Previous Step Save & Continue >

6. You can now choose your profile visibility and choose the file(s) that you would like to upload.
 - a) Your profile will default to “Private” meaning that only you can view your profile. If you would like to be searchable by employers you can select either “Public” or “Confidential”.
 - b) “Public” will allow an employer to see your full profile, including contact information and any documents you have uploaded, such as resume and cover letter.
 - c) “Confidential” will only make your name searchable, but your contact information and documents will not be shared.
 - d) We recommend you make your profile “Public” to give yourself optimal visibility to employers.

7. Once every page has been completed make sure to press “Apply Changes”.

Profile

Upload Resume Documents Preview **Finished**

! Your changes will not be saved until you click on the Apply Changes button.

Previous Step Apply Changes >

[EDIT PROFILE](#)

8. Once you have uploaded your resume and changed your visibility, you can now search jobs. When you find the job you would like to apply to, you can add your document to the job application in the side application field.

Provide clinical risk management education and consulting services for the insured client base of **MedPro Group**.

- Provide content for new and ongoing CRM informational products and services
 - Perform CRM education seminars on a regular basis
 - Provide CRM consultations for insureds as needed, both medical, dental, healthcare professionals and facility-based clients
 - Identify ways to leverage risk expertise & industry knowledge to provide a marketing advantage
 - Assist the GTM team members to address customer specific CRM needs
 - Assist in the development of new and maintaining existing business by engaging with customers and associates
 - Develop relationships that will strengthen ties with customers or prospects
 - Organize, plan and execute on-site (or phone) reviews of customers/prospects
-
- Degree and/or experience in a clinical nursing area
 - CPHRM designation desired
 - Quality Training a plus
 - Telework

NOTES:
Telecommuting is allowed.

Apply Now

MedPro Group
a Berkshire Hathaway company

Message To Employer...

Attachments:
Please include your resume and up to two additional documents.

[Use Saved](#) OR [Add File](#)

APPLY NOW

9. While conducting your search, you will have the option to create job notifications for each search you conduct.
- a. When you have selected your criteria and clicked “Search Jobs”, you will see a button prompting you to create a Job Alert email.
 - b. This email will be sent to you daily with jobs that match the specific search criteria that you selected in your search.
 - c. You can create as many Job Alerts as you would like. To remove yourself from the job alert, there will be a prompt on the bottom of the job alert email, which you can select and it will remove you from that particular alert.

Search Browse Explore Your Job Alerts Your Saved Jobs

Keywords (i) x Location (1) SEARCH JOBS

Sector Discipline

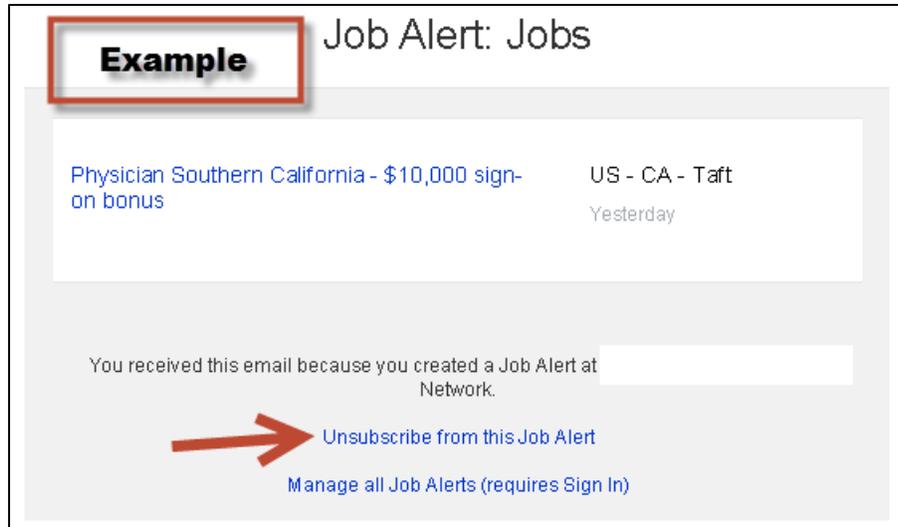
Type (1) State/Province

Level

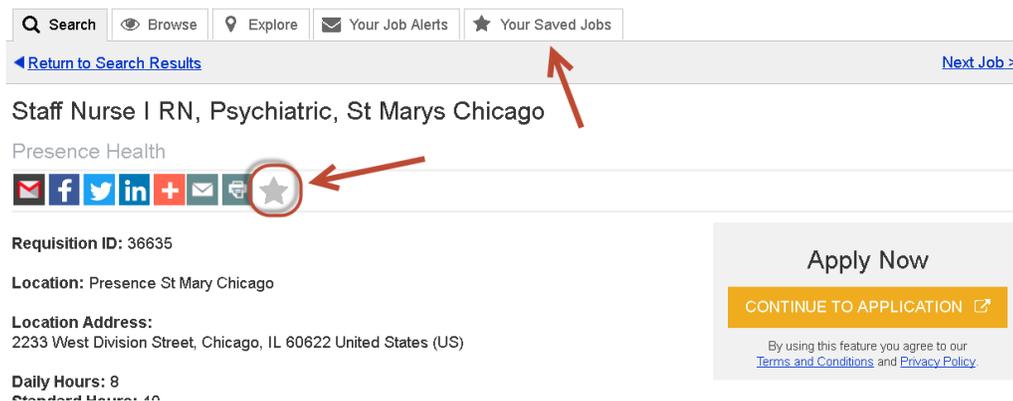
28 JOBS IN CALIFORNIA Sort By Newest

Kate, get Job Alerts for this search by email.

Email Me Job Alerts



10. While searching for jobs you can also save jobs that interest you to review later. Once you click into the job you are interested in there will be a gray star that you can select. This will add your job to the "Your Saved Jobs" tab.



11. A blue number will appear with the amount of saved jobs in that tab. You can always delete your saved jobs by entering the tab and clicking on the "x" next to the job.

Saved jobs will no longer appear in your list once they have been closed.

12. Finally, don't forget to take a look at the Resources page! Here you will find Reference Checking, Resume Writing, and Coaching available to you.

If you have any additional questions please contact Customer Service at 1-888-491-8833 or shoot us an email at: customerservice+979507@support.boxwoodtech.com.