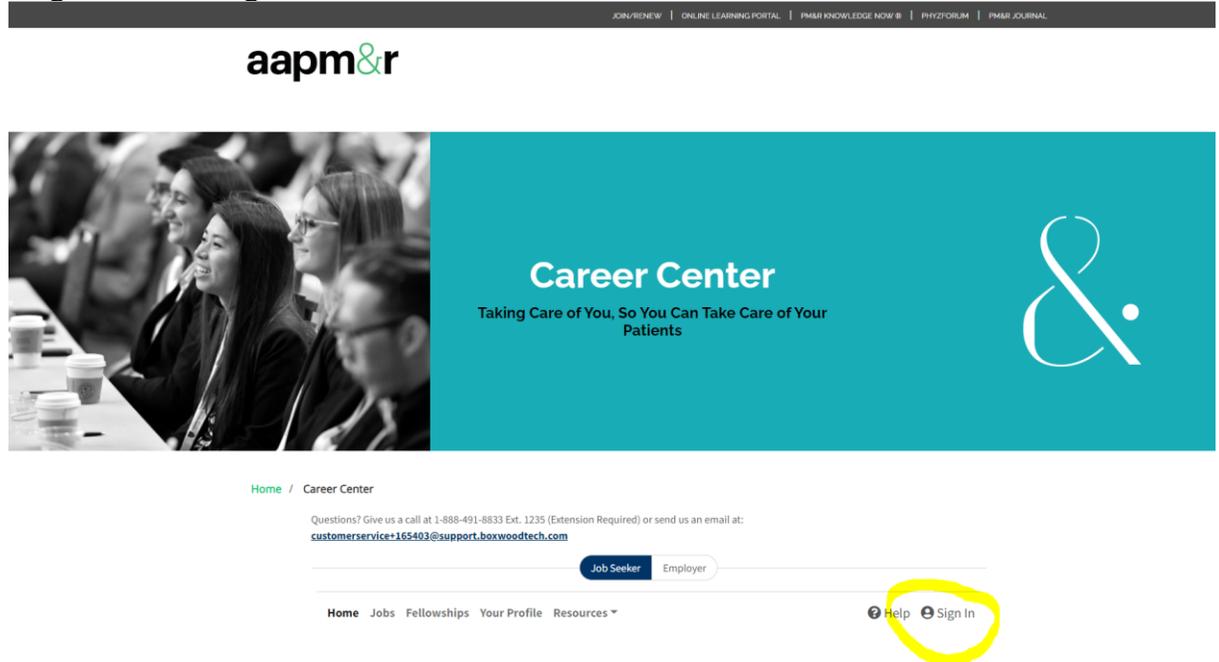


## Job Seeker Login and Resume Submission Instructions

1. Welcome to AAPMR’s Career Center (<https://jobboard.aapmr.org/>). To login, click on “Sign In” on the right side.



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.

⊗

SIGN IN SIGN UP

### Job Seekers

Looking for the [Employer Sign In](#) ?

Email

Password

Remember Me [Forgot your password?](#)

**SIGN IN**

or use

[f](#) [G](#) [t](#) [in](#)

3. To complete your profile and to upload any documents click on the drop-down menu by your name and click “Profile”.
4. 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 a 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

Overview Jobs Fellowships **Your Profile** Resources ▾

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Profile

Overview  
Saved Jobs  
Job Alerts  
Profile  
Documents  
Applications  
Sign Out

Upload CV Contact Info

Fields marked \* are required

**Upload Your Resume**

We will attempt to fill in the fields on the following pages, and save your resume to your account. Files must be 2MB or less and on the [allowed document types](#) list.

No File Selected **Choose File**

\* **Profile Visibility to Employers**

**Public**  
My Profile and any documents I select are searchable.

**Confidential**  
Only my Profile is searchable but my contact information is hidden.

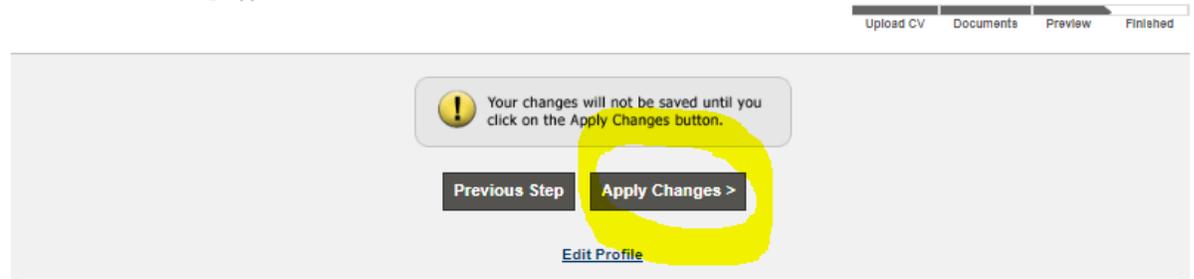
**Private**  
My Profile is not searchable.

**Skip upload, and use the builder >** **Upload Resume >**

5. Upload your resume by clicking “Choose File” and hit “Upload Resume” at the bottom. You can also upload later by clicking “Skip upload, and use the builder”.
6. Once every page has been completed make sure to click “Save & Continue” at the bottom of the page. When your profile is complete, click “Apply Changes”.

## Profile

Questions? Give us a call at 1-888-491-8833 Ext. 1235 (Extension Required) or send us an email at: [customerservice+165403@support.boxwoodtech.com](mailto:customerservice+165403@support.boxwoodtech.com)



7. 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, click “Apply Now” and you will be taken to the employer’s site.



[Encompass Health Rehabilitation Hospit...](#) is a 70-bed inpatient rehabilitation hospital, conveniently located in Huntsville Alabama on the campus of Huntsville Hospital, that offers comprehensive inpatient rehabilitation services designed to return patients to leading active and independent lives.

8. While conducting your search, you will have the option to create job notification for similar jobs. At the bottom of the job posting you will see “Create a Job Alert for Similar Jobs”.
  - a. By creating a job alert, you will be sent emails daily with jobs that match the specific criteria.
  - b. You can create as many job alerts as you would like. To remove yourself from the job alert, click the “Your Job Alerts” tab at the top of the search bar and then click the “X” button on the alert you would like to remove.

Job Seeker Employer

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Search Browse Explore Your Job Alerts Your Saved Jobs

Once you [select your search criteria](#) and submit a search, we'll present you with an option to set up a Job Alert to receive emails daily with matching jobs.

2 Job Alerts

Jobs Similar To IM/Hospitalist Myrtle Beach SC	Created on May 17, 2022
97 Matching Jobs	
Jobs Similar To PM&R Inpatient Huntsville AL	Created on May 17, 2022
412 Matching Jobs	

9. While searching for jobs you can also save jobs that interest you to review later. Click “Save Job” at the top of the job posting. You can later find these on the “Your Saved Jobs” tab at the top of the page.

Job Seeker Employer

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Search Browse Explore Your Job Alerts Your Saved Jobs 1

Keywords Location All locations SEARCH FILTER

10. To delete a saved job, go to the “Your Saved Jobs” tab and click the “X” to delete.
11. Finally, don’t forget to check out the Resources page! Here you will find resume writing help and LinkedIn profile development tools.

Job Seeker Employer

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Resources

Physiatrists' Job and Fellowship Board offers professional services to help you build and manage your career for maximum potential for success. Check out these resources!

Finalist Dream Board

Resume Writing & LinkedIn Profile Development

Let one of our professional writers create a resume and LinkedIn profile that will help you get noticed.

Learn More

Membership

We're 10,000 physiatrists and counting! Join the Academy and advance physiatry's impact in health care.

Learn More