Pittsource Instructions: Applying to the **Standardized Patient** position

Thank you for your interest in the Standardized Patient Program at the University Of Pittsburgh School Of Medicine. For more information concerning the Standardized Patient Program please visit us online at [http://www.omed.pitt.edu/standardized/](http://www.omed.pitt.edu/standardized/).

Currently, all new applicants are required to create a user account and employment application through PittSource, which is Pitt’s online employment system. Please follow the instructions below to get started:

You will need to visit [www.pittsource.com](http://www.pittsource.com) to create your user account and application. (If you need help, instructions on how to navigate PittSource are located below).

Once you create the application, apply to the **Standardized Patient I** position using the following link: [http://www.pittsource.com/postings/3450](http://www.pittsource.com/postings/3450). SP I is the “regular SP” role in which Standardized Patients interact with learners during interview-only sessions or basic physical exam encounters. Most of the current SPs in the Program are classified as SP I.

If you are applying for the **Standardized Patient II** position, go to: [http://www.pittsource.com/postings/41182](http://www.pittsource.com/postings/41182). The SP II position is for individuals with a medical background (nurses, physicians assistants, medical assistants), as these candidates may be able to help to train other SPs on physical exam techniques.

If you are applying for the **Standardized Patient III position** (Gynecological/Genitourinary SP) go to: [http://www.pittsource.com/postings/1247](http://www.pittsource.com/postings/1247). In this role, the SP would participate in specialized trainings and examinations by faculty and trainees, including female pelvic/rectal exams, male genitourinary/rectal exams, and breast exams. We train those in the SP III position in a small group setting with an experienced faculty member.

You will be asked to login again and the job description page will be shown. Scroll to the bottom of the page and click on the button that says “APPLY FOR THIS POSITION.” **IMPORTANT:** You will receive a confirmation number once your application has been submitted. If you have not received a confirmation number, your application is not complete.

Send an email to acec@medschool.pitt.edu to let us know that your application is on file.
You will be prompted to log in (if you have created an application, enter your username and password).

If you have not created an application, click “Fill out a new Job Application” and create an application.
Click on “Create Job Application” on the right side of the page to begin. DO NOT use your browser's “Forward,” “Back,” or “Refresh” buttons during the application.
You may elect to enter your Social Security Number (without dashes) in the top box (this field is not required).

Create a username (something you will remember – you will be using this same username to log into this site in the future).

Create a password in the 3rd box that has at least one number and one letter, and is between 6 and 20 characters long.

Re-type your password in the fourth box. Then click on the “continue” button.
This page will ask you to create a question that the system will ask you if you ever forget your password. Please enter a question in the top box, and your answer in the bottom box. When you have finished, click on “Save and Continue.”
Enter your personal information.

Choose a box on the right to let us know how you heard about this position.

Click on “Save and Continue” to move on.
This page is voluntary. If you chose to fill it out, please select your gender and race.

Click on “Save and Continue” even if you did not fill out this page.
Click on Add New Entry to add a school that you have attended. You do not have to enter the schools in order.

Your information will appear in this box after you have entered it. Please check to make sure it looks correct before proceeding to the next page.

When your information is complete, click here.

Click here once you have finished with this school.
To add your educational history click on “Add New Entry.” You will be prompted to add the name of your school, major if applicable, and asked if you graduated. Please specify the type of degree (B.A., A.S., etc). Click on “Add Entry” to add this school to your history. Click on “Add New Entry” to add more schools, and repeat the process as necessary.

The information that you add will show on the screen. Please review the information, and click on “Save and Continue” to move on.
To add your employment history click on “Add New Entry.”

After your information has been entered, it will be displayed here.

When you are ready to move to the next page, click here.

After you have finished entering all information on this job, click here.
The information that you add will show on the screen. Please review the information, and click on “Save and Continue” to move on.

Enter contact information for THREE references. You should have at least 2 professional references; please do not submit a family member as a reference. (Be advised that the University of Pittsburgh may contact any past employer listed on your certified Pitt application per the “certification statement” at the end of the application.)

After you have entered your information, click on “Save and Continue” to move on.
Select the proper responses to the questions listed. Are you interested in working with the ALL-TEMPS agency of Pitt to work in different offices as a temporary employee? Are you legally allowed to work in the U.S?

After you have completed all questions, click “Save and Continue” to move on.
Check the box to the left of the text to affirm and you agree with the stated policies of hiring.
Review the information you have entered. If you have to change anything, click on “Edit my Information.” If you would like to print a copy of your application, click next to the printer icon. It will open a new window, and you may print from there. When you are satisfied, click on “Save” and then on “Continue.”
Click on “Confirm” to submit your application to Human Resources. Your application will not be filed until you click here.
If you reach this screen, you have successfully applied. Please print out this page, or write down the confirmation number at the top of the screen.
If you would like to log back into your account in the future, click on “Login” on the left side of the screen. Enter your username and password and click “Login.” You will be able to access your application and any jobs you are applying for.