

**Welcome to INTEGRIS!** *We are very excited you will be joining our team!*

A website has been set up to provide information and assist in answering many of your questions. Please review the information on the website and check back often for updates.

Website address for additional information: <http://integrisok.com/deaconess>

If you find you have additional questions after you have reviewed the information provided on the website, please feel free to contact **HR Customer Service at: (405) 949-4045**. You will be prompted to press 1 as a Deaconess employee, then press 2 and choose the reason for your call to be directed to the appropriate HR resource.

Over the next few weeks, members from our Human Resources department will be onsite to assist you in the hiring process. As we work through the hiring activities, we will need your assistance to ensure all required items are completed and requested information is provided timely. We appreciate your time in providing the information needed.




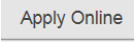



To complete the online process, you will need a personal email address to enter in our system for future communication. You will also need to create a username and password. If you have previously applied for an INTEGRIS position, you may already be registered. Your previously established username/password can be utilized during this process. If you cannot remember this information, follow the prompts to reset your information.

*\*NOTE: If you are already an active INTEGRIS employee, please DO NOT APPLY! We will already have your information in our system therefore, you may disregard this process. HR will work with you to coordinate your two positions.*

For future use, please note your **Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_  
This information will be needed to access your online application and to complete additional onboarding documents.

To begin the hiring process, please complete the following steps:

### 1. Complete your online employment application

- a. Go to [www.integriskok.jobs](http://www.integriskok.jobs)
- b. Scroll down and click on  (SEARCH NOW)
- c. Review the *INTEGRIS Service Standards* and click on  (CONTINUE TO JOB SEARCH)
- d. In the  (Keyword) box on the top left of screen, enter **712300**
- e. Click on the highlighted job information - **Deaconess Employees - INTEGRIS**
- f. Click  (Apply Online) across the top of screen, then create or enter your established Username and Password.
  - To register as a *New User*, click on  (New User) across the bottom of screen. Enter the required information in the fields listed and click on  (Register). Click  (I Accept) the *Privacy Agreement*. You will then be redirected to continue your application.

- g. You are not required to upload a resume. Scroll past the *upload my resume* section and select:
- No thanks, I will fill out the online submission manually . Then click **Save and Continue** . Follow the prompts and complete each section thoroughly, including contact and personal information, education/degree information, licensure and work history for at least 10 years (if applicable). The information requested is necessary to set up your INTEGRIS employment record, so it is important that you are as detailed as possible.

**2. To check your application information or to complete additional information, as requested**

- a. If you receive an email requesting you to complete additional information, click on the link provided. If a link is not provided:
- Go to:  
<https://integris.taleo.net/careersection/.ihexternalcareersite/jobsearch.ftl?lang=en&portal=2240491979>
  - In the top right corner of the screen you will see *Sign In*. Click to access the log-in page.
  - Enter your *Username* and *Password* to access your INTEGRIS application and onboarding documents.

Upon receiving your application information, we will begin building your employment record. We will contact you if we have questions or need additional information. *It will be important to respond as quickly as possible by returning calls and providing any requested documents.* ***This process can take 1-2 weeks.***

We will also be holding several meetings for new employees to provide detailed information about our benefits and retirement plans, and to answer questions. More detail about these meetings will be provided upon completing your New Hire paperwork.

**PLEASE CHECK OUR WEBSITE OFTEN FOR UPDATED INFORMATION & DETAILS OF UPCOMING EVENTS**  
<http://integrisok.com/deaconess>

***Welcome aboard!!***

*We are here for you!*

**INTEGRIS Human Resources**