

Job Shadow – Applicant Support

Job Shadow program Link: https://sanfordhealthfound.smapply.io/prog/job_shadowing

How to successfully complete an application

Step 1: Create an account or log into Survey Monkey Apply using your current account information.

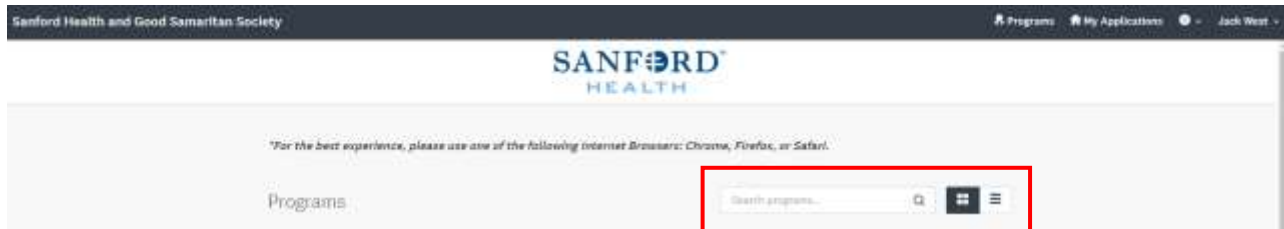
How to create an account.

Link to create an account: <https://sanfordhealthfound.smapply.io/acc/r/?g=64884>

- Click **“Register”** in the top right corner of Survey Monkey Apply
- Fill out the **“Register for an applicant account.”**
 - First name
 - Last name
 - Email address
 - Password
 - Confirm password

Step 2: Find the program **“Job Shadowing”** and click **“more”**.

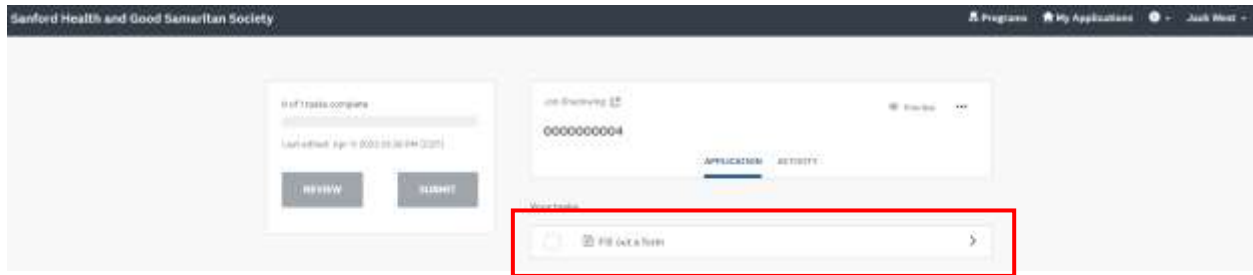
You can find the Job Shadowing program by clicking through the programs page or by using **“search programs”** at the top of the page.



Step 3: Read the requirements of job shadowing on the job shadow page. If you are eligible, please click **“apply”** on the right side of the screen.



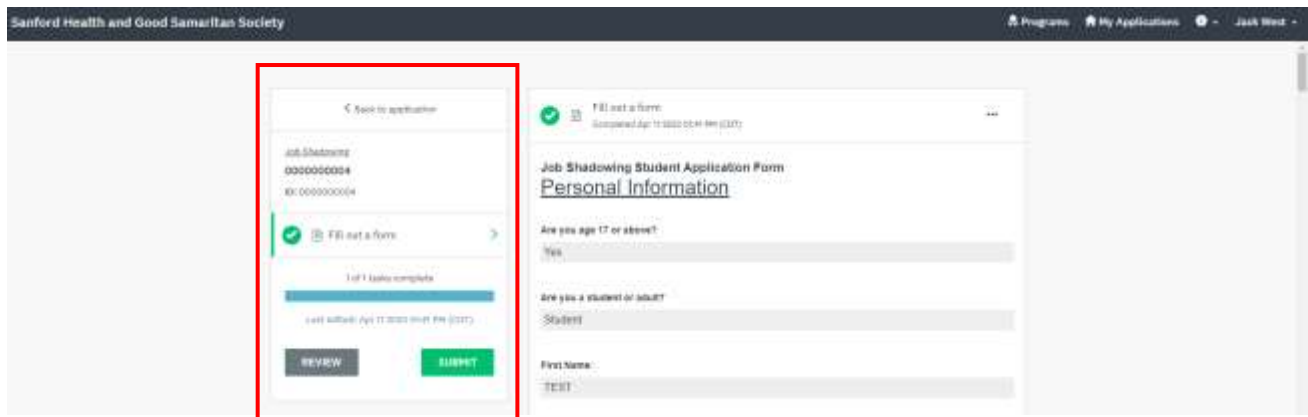
Step 4: Under **“your tasks”** click **“Fill out a form.”**



Step 5: Fill out the “job shadowing application form.”

- The application form is 4 pages total.
- Once you enter all data into the first page, click “**next**.”
- Read through all the Sanford Health orientation booklet and check the box at the bottom labeled “I have read and agree to follow the Sanford Health Orientation Booklet.” Then, click “**next**” to go to page 3.
- Read through all the Sanford Health HIPAA booklet and check the box at the bottom labeled “I have read and agree to follow the Sanford Health HIPAA information.” Then, click “**next**” to go to page 4.
- Read through all the Sanford Health waiver and agreement information. Then, fill out the bottom questions on the page, including a hand scribed signature.

Step 6: Once you have completed the application form, click “**mark as complete**” on the bottom of the page. The page should reload and then you must hit “**submit**” on the top left of the page. Your application will not be processed unless you click “**submit**” at the top of the page.



After you have completed and submitted your application, you will receive an email of confirmation. This email will give you directions for the next steps in the job shadow process. All applicants will receive an email if their application has been either approved or denied.