What does Taleo mean for Mount Sinai employees?

Current employees will experience a faster, easy-to-understand and mobile enabled application—while our newest team members will enjoy a 100% online onboarding experience that helps them become part of the team faster than ever before.

Who is overseeing the Taleo rollout?

Although Talent Acquisition & Retention is the primary user and driver of this initiative, the implementation and rollout has been a collaboration among IT, HRIS, Talent Development & Learning, and Human Resources as a collective whole.

What’s involved with the Taleo rollout?

The rollout involves many aspects, but one of the primary features that most employees will take advantage of is the Employee Career Portal’s improved application process, which is now easier to use, quicker and accessible via mobile devices. Also, the online onboarding system will vastly improve the experience for both new hires and their managers.

When is this happening?

The system-wide implementation of Mount Sinai’s NEW Talent Selection & Onboarding solution (Taleo) will launch in May of 2015.

What does Taleo mean for me?

Current team members interested in finding and applying to another career opportunity at Mount Sinai will need to use Taleo. The good news is that the process is streamlined, resulting in a reduced online application time. Plus, Taleo is mobile enabled, so you can apply from any mobile device.

When am I eligible to apply for another job at Mount Sinai?

You’re eligible to apply for a lateral transfer after completing one (1) year in your current position. It’s expected that your work record will be satisfactory and no disciplinary actions will have been taken during that time.

If you work on a per diem or part-time basis and you are seeking a full-time opportunity within the same job classification, you are exempt from the one-year requirement.

We support your professional growth and development from day one. If you would like to apply to a promotional opportunity, we also encourage you to do so after six (6) months in your current position.

The terms of a union employees’ applicable collective bargaining agreement (CBA) will replace any information listed here.
How do I search for a new job?

You have many ways to search for a new job through Taleo. These include keyword(s), job number, site, location and job field. You’ll be able to save searches and jobs of interest to you cart, allowing you to come back at a later date to see additional results and apply to or modify your saved jobs.

How do I apply?

Simply click here or go to bit.ly/MountSinaiEmployeeCareers. Before you go to Taleo, make sure you have both of the following:

- Your life number
- Your email address

Not sure what your life number is? Learn how to locate or confirm your life number here or go to https://mountsinai.box.com/LifeNumberInstructions.

What if I don’t have an email address?

There are several free, web-based email providers that you can use to create a personal email address. Some of the more popular providers include Gmail, Yahoo and Hotmail.

What happens after I submit my application?

You’ll receive a reply email confirming that your application was submitted and received by HR. At that time, your application will be under review by HR, and you will receive email updates regarding the status of your application as it moves through the different phases of review and assessment.

How can I check the status of my application?

Go to the internal candidate portal, and click on the My Jobs page tab. Once there, simply access the My Submission tab. You’ll be able to view current and past job submissions and see the status of current applications. You’ll also receive email updates regarding the status of your application.

When are new postings added to Taleo?

New postings are added daily, so you’ll be able to see the most current listings whenever you log in.
Why can’t I submit a paper application anymore?

Okay, so maybe this one isn’t really one of the most frequently asked questions. After all, who would want to apply on paper when online is so much easier? In addition to making it easier for people to apply, our paperless systems will also improve Mount Sinai’s ability to track all applications and respond more quickly to all applicants.

What if I don’t have a computer or mobile device?

You can apply online at Mount Sinai’s HR department, which is centrally located at 150 East 42nd Street (4th Floor) — just steps away from Grand Central Station. Or, visit your local public library for free access to a computer with an Internet connection.

I still have questions. Where can I get answers?

We welcome your questions, comments, and feedback!

For Login, Username & Password Help:

Icahn School of Medicine Employees: ASCIT@mssm.edu • 212-241-7091

The Mount Sinai Hospital Employees: ITHelpDesk.mountsinai.org • 212-241-4357 (x4HELP)

Mount Sinai Beth Israel, Mount Sinai Beth Israel Brooklyn, Mount Sinai St. Luke’s, and Mount Sinai Roosevelt Employees: 212-523-6486

New York Eye & Ear Employees: 212-979-4273

Please contact Human Resources at 646-605-4600 for additional information about using the Mount Sinai Employee Career Portal (Taleo) to apply for a job or stop by and see us in person at 150 East 42nd Street (4th Floor).