


### Quick Reference Guide Topics

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### Getting Started

#### System Specifications and Navigation

- Internet Explorer v6.0 or greater
- Screen Resolution set at 1024 x 768 pixels or higher
- Pop up blocker turned OFF
- Do not use the Internet Explorer navigational toolbar. Using the Back/ Forward buttons, Refresh, etc. will delete your work.
- 20 minutes of non-activity will cause the system to time out.
- Numbered circles at the top of the application screen walk you through the application process. To see which step a number refers to, glide your cursor over the circle. Click on a circle to go back to any step.
- Required fields are indicated with an asterisk (\*). All sections must be completed.
- You can use the lookup icon to input data.

Referral Source Detail:  

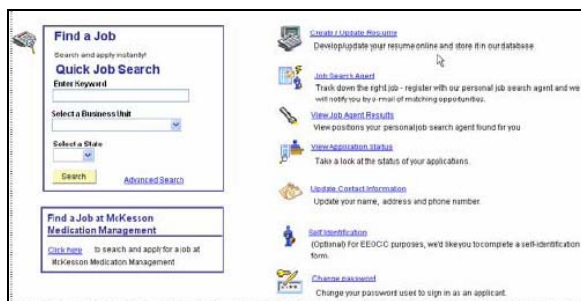
- To add or delete rows, use the + or - buttons.

'Phone Type:   

### How to Search for a Job

Go to [www.mckesson.com/careers](http://www.mckesson.com/careers) and click [Find a Job](#).

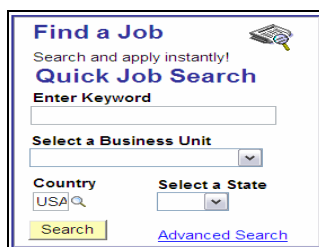
If you already have a user name and password, sign in to your Applicant Home page.



The screenshot shows the 'Find a Job' section with a 'Quick Job Search' form. To the right, there are several links: 'Create/Update Resume', 'Job Search Agent', 'View Job Agent Results', 'View Application Status', 'Update Contact Information', 'Self Identification', and 'Change password'.

#### Find and select a job

You can search for current McKesson opportunities through either a **Quick Search**



The form includes fields for 'Enter Keyword', 'Select a Business Unit', 'Country' (USA), and 'Select a State'. There are 'Search' and 'Advanced Search' buttons.

or an **Advanced Search**, which lets you search by more criteria, such as city or job category.



The form shows 'Job Categories' with checkboxes for Administrative Services, Contracts, Corporate Relations, Customer Service & Call Center, Data Management, Distribution, Engineering, Executive Management, Facilities, Finance and Accounting, Human Resources, Internal Audit, Legal, Manufacturing, Marketing, Medical, Nursing, Operations, Pharmacy, Project Management, Public Affairs, Purchasing, Research and Development, Sales, Strategic Planning, and Systems. Below are fields for 'Business Unit', 'City', and 'State', and a 'Keywords in Job Description' field. There are also dropdowns for 'Regular/Temporary', 'Full Part Time', 'Shift', and 'Job Grade'. 'Search', 'Quick Search', and 'Reset Search Criteria' buttons are at the bottom.

Select your search criteria, then click the **Search** button. **Hint:** The city is case sensitive; make sure you enter the city with capital letters (e.g. **San Francisco**) to get the right search results.

To find remote or 'work from home' positions, leave the city and state blank.

Select at least one criterion to ensure the search doesn't take too long.

Search results will appear in a list above the search criteria, with newest positions first. To sort the results in the order you prefer, click a list header, such as the **Business Unit** or **City**.

To view job listing details, click the relevant [posting title](#).

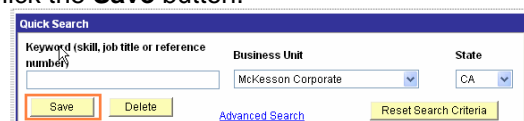
Posting Title	Date Opened	Job Category	Business Unit	City	State	Reference	Job Basket
<a href="#">Research Associate</a>	01/03/2006	Human Resources	McKesson Corporate	San Francisco	CA	CV7711	<input type="checkbox"/>
<a href="#">Research Associate</a>	12/12/2005	Human Resources	McKesson Corporate	San Francisco	CA	CV7690	<input type="checkbox"/>
<a href="#">Project Mgr 2, Human Resources</a>	02/21/2006	Project Management	McKesson Corporate	San Francisco	CA	70	<input type="checkbox"/>

### How to Use the Job Search Agent

A **Job Search Agent** is a tool that 'remembers' the search criteria you select when submitting a job search. The agent conducts job searches for you daily. When job(s) fitting your search criteria become available, the agent sends you an e-mail alert summarizing matching job(s) and instructions how to apply for the job(s).

#### To receive job search e-mail alerts

- Click the [Create a Job Agent](#) link on 'My Career Opportunities'.
- On the **Quick Search** screen, select your search criteria or click the [Advanced Search](#) link.
- Click the **Save** button.



The screenshot shows the 'Quick Search' form with 'Save' and 'Delete' buttons highlighted in red boxes. There are also 'Advanced Search' and 'Reset Search Criteria' buttons.

### How to work with your Job Search Agent

- To change the criteria used by the Job Search Agent, click the [Create a Job Agent](#) link on 'My Career Opportunities'. Modify your criteria as needed, then click the **Save** button.
- To unsubscribe, click the [Create a Job Agent](#) link on 'My Career Opportunities' and click the **Delete** button.
- To view the results your Job Search Agent has returned, click the [View Job Agent Results](#) link on 'My Career Opportunities'.

### How to Apply for a Job

Use one of these options to apply for job(s):

#### Option 1: Directly from the job posting

- Click on the [posting title](#) link to review the job posting.
- Click the **Apply Now** button.



#### Option 2: Directly from the search results listing

- Select one or more jobs by checking the checkbox next to the job in the search results listing.
- Click the **Apply for Jobs in Basket** button.

Posting Title	Date Opened	Job Category	Business Unit	City	State	Reference	Job Basket
<a href="#">Research Associate</a>	01/03/2006	Human Resources	McKesson Corporate	San Francisco	CA	CV7711	<input type="checkbox"/>
<a href="#">Research Associate</a>	12/12/2005	Human Resources	McKesson Corporate	San Francisco	CA	CV7690	<input checked="" type="checkbox"/>
<a href="#">Project Mgr 2, Human Resources</a>	02/21/2006	Project Management	McKesson Corporate	San Francisco	CA	70	<input checked="" type="checkbox"/>

[Apply for Jobs in Basket](#) [Go to Job Basket](#)

#### Option 3: From the job posting, using the job basket

- Click the relevant [posting title](#) link to review the job.
- Click the **Add Job to Basket** button to add the job to your job basket.
- Click the [Go To Job Basket](#) link (see following section '[How to work with your job basket](#)').



#### Option 4: From the search results listing, using the job basket

- Select one or more jobs by checking the checkbox next to the job in the search results listing.
- Click the [Go To Job Basket](#) link (see following section '[How to work with your job basket](#)').

Posting Title	Date Opened	Job Category	Business Unit	City	State	Reference	Job Basket
<a href="#">Research Associate</a>	01/03/2006	Human Resources	McKesson Corporate	San Francisco	CA	CV7711	<input type="checkbox"/>
<a href="#">Research Associate</a>	12/12/2005	Human Resources	McKesson Corporate	San Francisco	CA	CV7690	<input checked="" type="checkbox"/>
<a href="#">Project Mgr 2, Human Resources</a>	02/21/2006	Project Management	McKesson Corporate	San Francisco	CA	70	<input checked="" type="checkbox"/>

[Apply for Jobs in Basket](#) [Go to Job Basket](#)

### How to work with your job basket

- To apply for all the jobs listed in your job basket, click the **Apply for Jobs in Basket** button.
- To delete jobs from your job basket, click the **Delete** button.

Posting Title	Job Category	Location	Reference #	
HR Representative 2	Human Resources	Corp Off San Francisco	CV7690	<a href="#">Delete</a>
Project Mgr 2	Project Management	Corp Off San Francisco	70	<a href="#">Delete</a>

[Apply for Jobs in Basket](#)

### How to Submit Your Resume

You can submit your resume by applying for specific job(s). Your resume will be reviewed by the individual recruiter responsible for filling the job(s).

The system will only store **one** version of your resume on a single day. You can use this **one** version to apply for multiple jobs. If you want to use different versions of your resume to apply for different jobs, you need to do so on separate days.

#### Step 1: Your Online Resume

##### Option 1: You already have a resume

If you have a resume file already created in any format (MS Word, PDF, etc), select the **Attach Resume File** option and click the **Next** button.

Attach Resume File  I am not providing a resume [Next](#)

Click the **Browse** button to find the file on your computer, then click the **Submit Resume** button.

C:\Documents and Settings [Browse...](#)

[Submit Resume](#) [Cancel](#)

Verify all text is brought over correctly from your resume. Edit any fields as needed, then click the **Confirm** button.

American Management Systems, Los Angeles, CA Senior Technical Lead Learned HRIS and Financials functionality using the proprietary software Advantage. Developed a strong understanding of software design and development life cycle. Took on role of project manager which allowed him to negotiate contracts, build project plans, and be the escalation point for project issues.

**Original Text Resume**

Bugge Bunny  
1770 Post Street  
San Francisco, CA 94115  
buggebunny@noemail.com

[Confirm](#) [Cancel](#)

You will then be brought to **Step 5: How did you find out about us**.

##### Option 2: You do not have a resume

If you do not have a resume file, select the **I am not providing a resume** option and click the **Next** button. This option will help you create a resume within the database.

Attach Resume File  I am not providing a resume [Next](#)

### Your Unique Experience

Write text describing your skills, knowledge and experience. You can also copy and paste text from other documents, such as current job descriptions. Click the checkbox to the right of the text to spell check your text. Then click the **OK** button.

#### Your Unique Experience

What qualifications or experiences make you a good candidate for McKesson and/or for this position?  
Please add or copy and paste any relevant text into the box below. The checkbox helps you check your text for spelling errors.



### Step 2: Contact Details

Verify the information in all fields and complete any missing information. Fields that must be completed are indicated with an asterisk (\*). Then click the **Next** button.

### Step 3: Current and Prior Employment

Complete all fields as applicable. Click the **Add** button to create a new employment entry. Fields that must be completed are indicated with an asterisk (\*). Then click the **Next** button.

### Step 4: Education

Complete all fields as applicable. Click the **Add** button to create a new education entry. Fields that must be completed are indicated with an asterisk (\*). Then click the **Next** button.

### Step 5: How did you find out about us?

Review the information and update it as needed. Then click the **Next** button.

### Step 6: Submit Resume

Click the **Submit** button to submit your resume or application. If your email is in the system, you will receive an e-mail confirmation.

### How to Manage Your Resume Information

Go to 'My Career Opportunities' and click [Create/Update Resume](#).

You can see the resume you last submitted and the number of jobs you applied for.

- Click the [number](#) link after **Jobs Applied for** to see the jobs you applied for.
- If you submitted multiple resumes and want to review them, click [View resume history](#).
- To update your resume, click **Update Resume**.



- Select the [Submit New Resume](#) option.

[Submit New Resume](#)  
Click here if your resume has significantly changed since your current application. You will only need to update the information that has changed.  
The new resume will only be applicable to jobs applied for from today onwards. Jobs applied for prior to today will continue to use the information you supplied at that time. This is because recruitment decisions may have already been made based on the original information.

- Update any information as needed and submit the new resume as described in [How to Apply for a Job](#).

Your new resume will only be used for jobs you apply for from today onwards. The recruiting team will use the information you supplied previously for any jobs you applied for at that time because recruitment decisions may have already been made based on the original information.

### How to Manage Your Job Application

You can review the status of the position(s) you have applied to at any time. Go to 'My Career Opportunities' and click [View Position Status](#) to see the job(s) you applied for and the status of the job.

Application Status	Posting Title	Job Category	City	State	Reference	Business Unit	Status
	Treasur. Manager	Finance and Accounting	San Francisco	CA	26125	McKesson Corporate	<a href="#">Open</a>

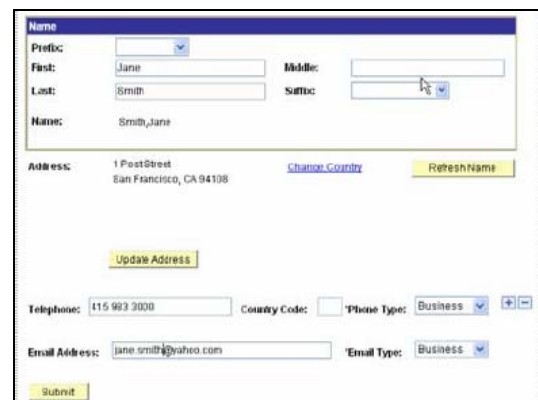
The **status of a position** can be:

- Open:** the position is currently 'Open' and 'Active'
- Closed:** the position has been 'Filled' or 'Cancelled'

To review the detailed job description of the jobs you applied for, click [Search and Apply for a Job](#) on 'My Career Opportunities'. Type the reference number in the **Keyword** field to quickly find the job.

### How to Update Your Contact Information

If your contact information changes, click [Update Contact Information](#) on your Applicant Homepage



Update your name, address, telephone number, or email address as needed, and then click the **Submit** button.

### How to Provide Self Identification Information

If you are willing to provide voluntary self identification information, click **Self Identification** on your Applicant Home page.

#### Invitation to Provide Self Identification Information

McKesson Corporation is an equal opportunity/affirmative action employer in all of its employment and personal actions. We encourage people of all ethnic backgrounds to pursue opportunities with our Company.

We are required to compile the following information in order to comply with the federal and state Equal Opportunity provisions in the law. The information you provide is on a voluntary basis, you are not required to supply it and your refusal to supply it will not subject you to any adverse treatment. This section will not be reviewed by anyone for pre or post employment consideration purposes. All information will be kept confidential.

##### Ethnic Identification

This information is required in order to comply with the Title VII of the Executive Order 11246, Office of the Federal Contract Compliance Programs' Rules and Regulations 41 CFR-60-1 (as amended for Affirmative Action Reporting Programs), and Executive Office of the President, Office of Management and Budget's OMB Directive Number 15.

If you are interested in providing this information click the "Accept" button. Otherwise please click the "Decline" button.

Accept

Decline

Click the **Accept** button.

On the self identification page, identify your gender and ethnic group, and then click the **Submit** button.

### Help

Find out more on the careers section of our Website:

[www.mckesson.com/careers](http://www.mckesson.com/careers)

The site provides an overview of who we are, what working at McKesson is like, what rewards you can expect as a McKesson employee, and how to apply for a job at McKesson.

In the **How to Apply** section, you will find detailed instructions on searching and applying for a job, and using your Applicant Home page. Review the frequently asked questions for more information.

If you have additional technical questions on the use of the application tool, please send an email to:

[careershelp@mckesson.com](mailto:careershelp@mckesson.com).

Please note that inquiries about the status of your job application will not be handled through this email service. Our recruiting team will contact you should your experience match the requirements of an open position.

