

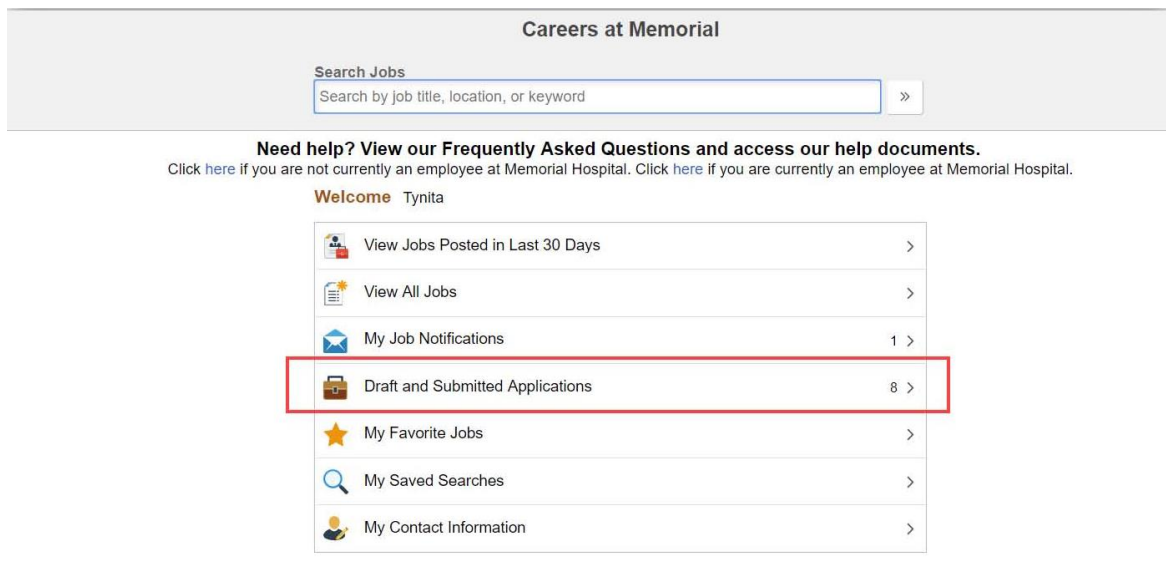
## Withdraw Your Job Application

You have the ability to remove your draft or submitted applications prior to being interviewed for the position. If you have been interviewed, we request that you call us at (228) 867-4266 to process the withdrawal.

### Step 1: Log into our Careers site.

- *Current employees* → click on the *Careers* tile from your *PeopleSoft* homepage
- *External applicant* → log into our *Careers* site using your previously created username and password. If you have not yet created a username, you can do so by clicking on the *Register* link.

### Step 2: Click on **Draft and Submitted Applications**



The screenshot shows the 'Careers at Memorial' website interface. At the top, there is a search bar labeled 'Search Jobs' with the placeholder text 'Search by job title, location, or keyword' and a search button. Below the search bar, there is a link to 'Need help? View our Frequently Asked Questions and access our help documents.' and a welcome message 'Welcome Tynita'. A list of navigation options is displayed, with 'Draft and Submitted Applications' highlighted by a red box. The list includes: 'View Jobs Posted in Last 30 Days', 'View All Jobs', 'My Job Notifications' (1), 'Draft and Submitted Applications' (8), 'My Favorite Jobs', 'My Saved Searches', and 'My Contact Information'.

Navigation Item	Count
View Jobs Posted in Last 30 Days	
View All Jobs	
My Job Notifications	1
<b>Draft and Submitted Applications</b>	<b>8</b>
My Favorite Jobs	
My Saved Searches	
My Contact Information	

**Step 3.** Click on the Withdraw button for whichever application you want to withdraw.

**Careers** Draft and Submitted Applications

**My Job Applications**

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Test - Careers - Biller - Patient Financial Services - Days - FT	5966	Biloxi	Not Submitted	10/14/2018 5:42PM		Withdraw >
Test - Careers - Business Office Representative - Pain Management Physician Clinics - Days - FT	5947	Gulfport	Not Submitted	10/14/2018 6:13PM		Withdraw >
Test - Careers - Gift Shop Associate - Gift Shop - Days - FT	5951	Gulfport	Not Submitted	10/14/2018 6:37PM		Withdraw >
Multi Skilled Technician - Ortho/Neuro/Medical - Nights - MFT	5764	Gulfport	Not Submitted	10/29/2018 1:55PM		Withdraw >
LPN-DAY (Rachel)	5986		Submitted	10/29/2018 6:52PM	10/29/2018 6:52PM	Withdraw >
Business Office Representative - Neurosurgery Physicians Clinic - Biloxi - Days - FT	5545	Biloxi	Not Submitted	11/19/2018 5:57PM		Withdraw >
Pharmacist - Pharmacy - Variable - PT+20	3672	Main Campus	Not Submitted	11/19/2018 6:16PM		Withdraw >
LPN-DAY (Rachel)	5987		Submitted	10/29/2018 7:09PM	10/29/2018 7:09PM	Withdraw >

**Step 4.** You will need to confirm that you wish to withdraw the application. Depending on the type of application, you will receive one of three messages.

- If the application has not been submitted (i.e., it was in Draft status), you will see this message:

You are about to withdraw an unsubmitted job application. The application will no longer be available. This action cannot be reversed. Do you want to continue?

OK

Cancel

- If the application has been submitted and it is still being reviewed, you will see this message:

You are about to withdraw a submitted job application. This action cannot be reversed. Do you want to continue?

OK

Cancel

- If the application has been submitted and you have been interviewed, you will see the following message. In order to withdraw the application, we request that you call us at (228) 867-4266 to process the withdrawal.

The Processing status of one or more jobs is preventing the application from being withdrawn.  
Please contact your recruiter for additional information.

OK

**Step 5.** The application has been withdrawn. If the job opening is still available on the Careers site, you may reapply at this time.