

Application Process FAQ

- *“How can I apply?”*
 - You must apply via our online [job board](#). You will find all open positions posted there.
 - ☑ **TIP:** We do not accept paper applications, and a resume or cover letter alone is not considered a job application.
- *“What happens to my application?”*
 - Once you apply, your application will be reviewed by Human Resources and sent to the hiring manager(s) within 2-3 days. You will receive an email notification when that occurs.
 - ☑ **TIP:** contact us frequently to check on the status of your application. We do our best to keep you updated, but keep in mind that we receive many applications every week. We know you’re eager to hear from us, so we don’t mind answering your questions!
- *“What if I don’t find the job I want?”*
 - New positions are posted quite regularly, and if you have registered with our job board, you can be notified when a position you want is posted!
 - ☑ **TIP:** If you’re not registered, you can do that [here](#).
- *“When will I know if I got an interview?”*
 - Interviews usually occur or are scheduled within 2 weeks of applying, and you will be notified via email if we would like to schedule an interview. The interview request will also be accompanied by an **email reference assessment**.
 - ☑ **TIP:** check your email often. If you are not receiving our emails, check your Spam and Junk folders. If we cannot reach you by email or by phone, then **we will not schedule an interview**.
- *“What are interviews like?”*
 - The interview will be either over the phone or in person with HR and the hiring manager(s). It will take 30-45 minutes, and is usually at the main hospital facility.
 - ☑ **TIP:** come prepared not only to discuss relevant work experience, but also your interest in the position and our organization and specific examples from work and your life that demonstrate your quality as a candidate
 - We occasionally ask candidates to return for a second, team interview or job shadow. This means we are seriously considering you and want to make sure you are a good fit with our organization.
- *“What happens after the interview?”*
 - HR meets with the hiring manager(s) to discuss all interviewed applicants and determine if one is a good candidate for the job. This may take one or two weeks depending on the number of interviews.
 - ☑ **TIP:** feel free to contact us after the interview if you have further questions or want to inquire about your interview
- *“How long does a job posting stay open?”*
 - We will keep a job posting open as long as necessary in order to find the right applicant. However, it takes an average of **30-40 days** to fill any given position once it’s posted.
 - ☑ **TIP:** if the job you applied for has been removed from the job board, it means we have closed the position and are reviewing applications OR we have filled the position.