



Applying for a *Job* at WakeMed

## Questions & Answers

*from the WakeMed Employment Team*

Thank you for your interest in WakeMed Health & Hospitals. We are an outstanding employer that seeks the best minds and biggest hearts in the business to staff our numerous facilities throughout the Triangle area. This handout is designed to help answer some questions you may have about applying for a job at WakeMed.

WakeMed receives thousands of applications a year for positions in numerous career paths, including:

- > Clinical
- > Administrative
- > Support Staff

Within all those positions, you'll find that WakeMed offers a wide variety of shifts and schedules, allowing you to maintain a healthy work-life balance.

- > Full-time (averaging 40 hours a week)
- > Part-time (averaging about 20 hours a week)
- > Supplemental (scheduling based on our current need)
- > Variety of shifts (some positions are staffed 24/7)

### **As a candidate, how can I get the best consideration for my WakeMed application?**

With such a large number of applications coming to us every day, it's important that you pay careful attention to what the job requires, and provide the necessary information. Here are some of the most important points to keep in mind:

- > Pay close attention to the details on the job posting. Applications are screened based on the posted job criteria. You should only apply if you meet the *minimum requirements* of the job.
- > Submit your application as early as possible. We receive over 2,000 applications for some positions, and the hiring department sometimes begins their initial application review within a week of posting.

- > Be specific about your skills and qualifications:
  - Tell us about the daily tasks and responsibilities of your current job
  - Include start and end month and year for each of your previous employers. This allows the recruiter to compare your experience to those of other applicants and to the specified experience requirements on the posting.
  - Refer *directly* to posted requirements of the job you're applying for. We compare resumes to one another, and to the job requirements; if the posting says "5 years of directly related experience," we search your resume for an entry that says you have 5 years of directly related experience.
- > Tell us about your credentials
  - Education – list date of graduation for any level of education completed.
  - Experience – list relevant dates for all previous related experience.
- > Be sure to provide your CURRENT contact information on your application and resume, including:
  - E-mail address
  - Phone number(s)

Update your on-line WakeMed resume/application as changes occur.

### **How do I apply for a position at WakeMed?**

Your application for employment must be submitted online. Please visit our website at [www.wakemed.org](http://www.wakemed.org), and click on the "Employment at WakeMed" tab. You'll be able to fill out an application profile there and search for jobs.

If you don't have a computer, we suggest you visit the Employment Security Commission or your local public library.

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## Q&A

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### **What is the “Search Agent” on the WakeMed Employment page, and how can it work for me as a candidate?**

This feature helps the job seeker organize their searches for positions based on their own interests. The system allows you to do multiple job searches under these criteria:

- > Job title
- > Qualifications
- > Shift
- > Location

Once you set up a search agent, our system will alert you via email when positions become open that meet your criteria. For this reason, it is important that you keep your electronic contact information updated. Be sure the settings on your PC allow you to receive e-mails from “peopleclick” as a trusted site.

### **Is it necessary to report a past, current or pending criminal conviction, or a termination or forced resignation from a previous position when I fill out my application?**

Yes, it is. WakeMed understands that no one is perfect, but you must be honest with us about any past mistakes so we can correctly judge the relevance of any such facts in relation to your application. Disclosing convictions, pending charges or terminations will not necessarily disqualify you from employment; however, not disclosing them may. Please provide the following complete information:

- > All prior convictions and pending charges, including the specific charge and the year it occurred
- > Any employment terminations, including the name of the organization, the date of the termination, and a brief explanation of the reason for termination

### **How long does it take to receive a response on a submitted application?**

It can take anywhere from a few days to a number of weeks, depending on the number of applications we receive. You can view the status of any pending applications online under “View My Account.” Your status may include reference to any of the following terms:

- > **Prescreening** – Your application is currently in the initial stage of review by a recruiter. We may need additional information from you at this stage, so check your email regularly.
- > **Considering** – A recruiter is reviewing your application, but no additional information is needed.
- > **Final Candidates Under Consideration** – You’ve been identified as one of the top potential candidates for the position and will be receiving a call from a WakeMed recruiter shortly.

### **Should I submit a new resume for each position?**

Our application system has a variety of interactive features, giving you two different ways to provide us with your resume when you submit an application. Both methods allow you to tailor your resume each time you apply to best highlight the education and experience that make you qualified for each position. You can:

- > Upload your resume as a Word document, saving it to your profile, where it will remain each time you apply for a new position
- > Type or copy and paste into the resume text box, check the box below, and name your resume where it will remain each time you apply.

If you have more questions, you can find a full list of frequently asked questions about employment at WakeMed Health & Hospitals listed on our Web site, [www.wakemed.org](http://www.wakemed.org).

Thank you for your interest in joining the WakeMed Team – the Best Minds and the Biggest Hearts in the business!



WakeMed Health & Hospitals

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