

Applicant Self Serve
Frequently Asked Questions

Q. What if I was a former employee, do I need to reapply?

A. Yes, on the log-in page click on first time to apply, and there will be a box you will check, “check here if you are a prior employee of this company”. Once you have completed the required information you will then be linked to your previous employee information that you will then be able to update if it has changed since you were last employed. **Please note:** you will need to type in your last name at time of employment with us for our system to match the record. You will be able to make changes once you have created your Applicant Profile.

Q. I am a current St. Mary’s employee. How do I apply?

To apply for new job/position within St. Mary’s Health System please print and complete an Employee Status Change Form that can be found on this site or in Human Resources. Return it to Human Resources & Development or the HR drop box inside the Employee Entrance of the Medical Center. You may also want to consider submitting a resume with your Employee Status Change Form.

Q. What if I do not have a phone number, which is required on this site?

A. If you do not have a phone number, please fill in the spaces with zeros.
For example: (000) 000-0000.

Q. What if I do not remember my password?

A. Click “forgot password” on the website. Then fill in your email address associated with your application. Your password will then be emailed to you.

Q. An email address is required. What do I do if I do not have an email address?

A. If you do not have an email address, you will need to create one. Each applicant needs a unique email account. There are several websites where you can create a free email account. Please pick one from the following list and follow their instructions for creating an email address.

www.yahoo.com

www.hotmail.com

www.gmail.com

Q. I have attached my resume’, do I have to fill in my personal information on the “My Profile” tab?

A. Yes, you must fill your information on the “My Profile” tab. It is required for you to be considered for employment.

Q. I have completed the Work Place Eligibility Questions and when I submit I receive a server error message. Why am I receiving this message?

A. This error usually occurs in the Clerical Skills section of the Workplace Eligibility Questions. When you are filling in the number of words per minute blanks please use a number. If it is not applicable, please use 0 (zero). The field will not recognize the letters NA and it will cause the error to occur.

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Q. After I submit my application, can I make changes?

A. Yes, you can update your information on the “My Profile” tab at any time.

Q. If I have a change of address, new phone number or email address do I need to update “My Profile”?

A. Yes, it is very important to have your most current contact information in our system so we can contact you as needed. You can update your information on the “My Profile” tab at any time.

Q. Where can I see what positions I have applied for?

A. Once you have signed in to the application website, you may click on “My Applications” to see a listing of the positions for which you have applied.

Q. I have applied several times and I have not heard anything.

A. Your background, education, and experience are reviewed in consideration of the opening in which you have applied. Due to the high volume of applications received by our organization, we only contact those candidates who are selected for interview. This interview selection process can take 4 to 6 weeks.

Q. What does the status code mean (example: PRN, .3)?

A. The status code is the amount of hours the position requires in a two week pay period. For example, a .5 status position can be calculated (.5 x 8 hr day = 40 hrs/pay). PRN, by policy requires an employee work 48 hours per quarter (every 3 months), and half of those shifts are on the off shift (evening, nights and weekends). PRN employees are “as needed” so they would be the first to be called off should they not be needed for their scheduled shift

Q. Can I apply for a position that is not posted?

A. We are only accepting applications for posted positions; unsolicited applications will not be accepted.

Q. How long does it take to get an interview?

A. The hiring process can take between 4 and 6 weeks. If an interview is to be scheduled, you will be contacted. Due to the high volume of applications received by our organization, we only contact those candidates who are selected for interview.

Q. I have interviewed but haven’t heard anything? How long does that typically take?

A. The amount of time after an interview varies for each position and department where the interview occurred. If you are concerned about the length of time after your interview, you may contact the recruiter for that position directly.

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Q. What is the minimum age requirement to work at St. Mary's?

A. The minimum age requirement is 18 for all areas within the Health System except for Food Services. The minimum age for Food Services is 16 and a work permit is a requirement.

Q. What is the minimum education requirement to work at St. Mary's?

A. The minimum education requirement is a high school diploma or GED for all positions except for: Food Services, Laundry and Environmental Services. These areas require the ability to read and follow oral instruction.

Q. Do I have to apply online? Can I submit a paper application?

A. Electronic applications are preferred. Human Resources & Development has two computers in their lobby for candidates to complete the online application.

Q. Do I need to apply with my legal name or can I use my nickname?

A. We require you apply with your full legal name. You are able to note your preferred name in quotations eg Legal name, ("nickname"), Middle name, Last name.

Q. Is St. Mary's application a secured website?

A. Yes, St. Mary's is a secured site. We have an SSL certificate.