

Frequently Asked Questions Regarding Employment with University Medical Center

Below you will find answers to frequently asked questions regarding University Medical Center's employment process. We have addressed the questions in three (3) categories

- completing an employment application,
- the employment process, and
- general questions about employment at UMC

If you have a question not answered here, please contact UMC Human Resources at (702) 383-2230 or www.umcsn.com.

Completing an Employment Application

1. What jobs are currently available at UMC?

Open positions at UMC are posted online at www.umcsn.com. A listing of open positions is also posted in the Employment Center at Delta Point and on the board near the cafeteria. The list is also posted in each UMC facility not connected physically to the hospital.

2. How do I know if a position is still open for me to apply?

Check the closing date on the job announcement. When a position is closed or filled, the job announcement will be removed from the UMC website immediately. In some occasions, Human Resources may extend a current job posting or re-open a job announcement that was previously closed. To avoid missed any open posting, please check our website regularly. The open position lists are updated every Tuesday and Friday.

3. Do I need to be a Clark County resident in order to apply for a position at UMC?

If you are hired into a benefited position, except for those working in Laughlin, NV, you will be required to establish and maintain a principal place of residency within the boundaries of Clark County within ninety (90) days of initial employment with UMC. If you drive and own vehicle(s), you will be expected to provide proof that a NV license has been obtained and each private vehicle has been registered with the NV Department of Motor Vehicles.

4. How do I apply for a position?

You may apply online for any current postings by visiting www.umcsn.com. You may also complete a paper application from the Employment Center. We strongly recommend you to use the online application system. When you apply online, you may update your application at any time and/or apply for another position without having to complete another application, other than to update with current information.

5. Where do I go to apply for a job with UMC?

You may utilize any computer with Internet access. If you don't have a computer, you can use a computer with web access at many local agencies, including local libraries and community centers. Just visit our website at www.umcsn.com. You can also apply online at the UMC Employment Center, 901 Rancho Lane, Suite 160.

6. What if I don't have an e-mail address?

We recommend creating a free account at hotmail.com, google.com, or yahoo.com. It only takes a few minutes to set up an account. You may use a generic e-mail address that is Firstname@Lastname.com; however, we will be unable to contact you via e-mail if you use a generic e-mail address.

7. Can I apply for more than one position at a time?

Yes. Our site allows you to apply for multiple positions. Please read the posting to ensure that you meet the minimum education and experience required for each position.

8. What if a position I am interested in is not listed on the website? Can I submit a job application anyway?

UMC only accepts applications for posted positions.

9. If I apply for the same position multiple times, will you notice my application more?

This will not increase your chances to move to the next step in the employment process.

10. I would like to include a cover letter with my application, addressed to the appropriate individual. How can I find out the name of this person?

All job applications received will automatically be directed to the appropriate Analyst. It is not necessary to address a cover letter to a specific individual. If you would like to include a cover letter, you can paste it in the text box for "Resume/Additional Information".

11. How do I know my application was received?

When you are done, you will receive the following message: "You have successfully submitted your resume to the XXXXXX job" and you will also be notified immediately if you do not meet the minimum qualifications of the position. It will then prompt you to build/update your skills profile. You may proceed or you may logout.

12. How many of my previous jobs should I put on my application?

It is important that you show your entire employment history including all qualifying experience. Qualifying experience is experience that meets the requirements as posted on each job announcement. It is also important to note any gaps of employment. If you run out of space to list your entire employment history, you can add it in the text box for "Resume/Additional Information".

13. Can I request an application package be sent to me by mail?

UMC will not mail out application packages. Applicants are encouraged to use the online application system by visiting www.umcsn.com.

14. I already applied for one job; do I need to apply again if I am interested in another job?

Yes. You need to apply again by updating your current online application. Each application is evaluated separately for each position you apply.

15. Can I just submit a resume?

No. You can paste your resume in the text box for "Resume/Additional Information". However, a resume is not accepted in lieu of an application.

16. What if I miss the application deadline?

Late applications will not be accepted. Check our website regularly and apply for new jobs as soon as they are posted to avoid missed deadlines.

UMC Employment Process

17. How will I know what's going on with my application? When will I hear back?

You will be notified by e-mail if it is determined that you will not be advancing to the next step of the employment process. Candidates who are selected to advance to the interview process will receive a phone call from the hiring department. Due to the volume of applications received, it may take weeks before notices go out. The exact timeframe will vary depending on the position for which you applied. It is our goal to respond to all applicants in a timely manner. Please note that it is the applicant's responsibility to provide an accurate e-mail address, and to update the contact information online.

18. Should I call the Human Resources to get an update on my application?

The status of your application will be sent to you via e-mail. Should you have any further questions and need answers on the recruitment process, please refer to this *Frequently Asked Questions*. After that, if you still have unanswered questions, please contact UMC Human Resources at (702) 383-2230.

19. How does the application process work?

Make sure you submit a complete employment application. Incomplete applications will not be processed. If the application does not document that job requirements are met, you will not move forward in the selection process. Additional information will not be accepted after the recruitment closing date.

20. What is an incomplete application?

Incomplete applications include but are not limited to:

- omission of your work history including current UMC employment;
- "See resume" or likewise is considered to be an incomplete application;
- omission of complete education data; or
- failure to provide information on professional licenses, registration, or certification as required by the job to which you applied

21. What is an eligibility list?

Applicants who meet the minimum qualifications of the posted job announcement but are not referred to the manager to interview will be placed on the eligibility list. The Human Resources Department reserves the right to refer only the most qualified applicants for interview. Eligibility lists will usually remain in effect for ninety (90) calendar days.

22. Will I get an interview if I am on the eligibility list?

Applicants on an eligibility list may be called to a hiring interview after the hiring department completes the first round of the interviews and requests to interview more candidates.

23. I am placed on the eligibility list. Should I apply again when I see the same job posted on your website?

Yes. The job posted may be for a different department and/or division.

24. How soon will I be notified of interview results?

Usually within two weeks after your interview depending upon the complexity of the selection process.

25. Do I have to go through pre-employment background check prior to employment?

Yes. Employment is contingent upon background clearance including criminal background check, and employment and education verifications.

26. Do I have to have medical examination prior to employment?

Yes. Employment is contingent upon the results of a physical medical screening and/or drug test.

General Questions about Working at UMC

27. Will UMC sponsor me for a work visa?

UMC does not sponsor for work visa's. Qualified applicants must be able to submit proof of eligibility to work in the United States?

28. Is there a probationary period for new employees?

Yes. New employees generally serve a probationary period of six months.

29. Does UMC have a residency requirement?

Yes, except for those working in Laughlin, NV, benefited employees must maintain a principal place of residency within the boundaries of Clark County within 90 days of employment. In addition, employees hired after January 1, 2009, will be required to provide proof of compliance with NV motor vehicle registration and drivers' license laws (Ordinance No. 3717).

30. I am a current employee and would like to transfer to a different position within the organization. Do I need to complete an employment application?

Yes. The filling of posted vacancies is based on a competitive process. This means you are subject to the same application requirements as an external applicant. However, unlike external applicants, you may apply for positions that are posted for internal or current UMC employees only.

31. I am a per diem employee now and would like to become a part-time or full-time employee. What should I do?

Two methods:

- Apply for a posted vacancy online. With this option, you are subject to the same application requirements as an external applicant, and/or
- As a per diem employee, you are entitled non-competitively to the next available regular full or part-time position in your classification if you have worked 2081 hours. With this option, you must submit a written request to HR prior to the position being posted. HR, upon receipt of your request, will place you at the bottom of the list of per diem employees in your classification eligible for such consideration.