

## WRMC Selection Process

### Applying Online

All applications must be submitted online at [www.wregional.com](http://www.wregional.com).

To get started, please review the list of career opportunities by clicking on “job search”.

- You may also narrow your search by entering specific criteria into the search fields.
- Clicking on the job title of a job will allow you to view a more detailed description of that position. **Please read the job description thoroughly, paying special attention to the qualifications necessary to perform the job (i.e., do you have the correct degree and sufficient related work experience?).**
- Once you have found a position that you are interested in and feel you may be qualified for, please click “apply now”.

You will be prompted to create an account, which you must do before you can proceed.

- Create your own username and password. **Since you can edit your applications or apply for more positions at a later time, please write down your username and password.**
- Provide an e-mail address, which will be used to contact you, as well as to retrieve your password if you forget. If you do not have an e-mail address, you can obtain a free e-mail account by visiting yahoo.com, msn.com, or hotmail.com.
- Provide contact information so that we can reach you by phone or mail.
- Create your profile to let us know your scheduling, work, travel, and commuting preferences.
- Enter your past and present work experience, as well as any education and training.
- At this time, you may also enter any references, certifications, memberships, or publications. You may also choose to do this at a later time.
- Answer customary employment questions.

### Where does my application go after I submit it?

Once you submit your application(s) online, you may continue to log in to your account to check the status of the application.

The Human Resources department will screen your application to determine whether you have the qualifications and experience necessary to perform the required job duties for that position.

If it is determined that you are qualified for that position, the application will be forwarded to the person designated to make hiring decisions for the department you applied for. If the hiring manager thinks you would be a good match for the position, he/she will contact you to schedule an interview.

## **FAQ**

### **Q: I recently submitted an application online. Why haven't I been called back yet?**

A: Sometimes it can take a while for the application to be screened and reviewed, since there are many applications submitted each day and many steps in the processing of your application. Unfortunately, we are not able to supply a definite timeframe for when you will be contacted for an interview, since it will vary for each position and department.

Please feel free to log back into your account frequently to check the status of your application. Sometimes, you will be notified if your application was rejected, in which case you may be able to edit your application.

### **Q: I lost my password. How can I log into my account?**

A: At the log in screen, click on "Forgot your password?". You will be prompted to enter your email address. Click "Get my security question". You will be asked a security question, the answer for which you set up during your initial application process. Once you have submitted the answer to your security question, your password will be sent to your e-mail.

### **Q: The job description says that the salary for this position is highly competitive. What does that mean?**

A: The salary for that position will be similar to the salary for similar positions with other health systems in our area.