



## APPLICANT FREQUENTLY ASKED QUESTIONS

### When will I receive an application status update?

Unity Care NW takes pride in being a responsive employer and works hard to provide prompt status updates to candidates. We send candidates status updates primarily via email. Sometimes, the emails may end up in your junk folder. If you have not heard from our HR department and it has been a couple weeks since you applied, please contact us. One of our Recruiters would be happy to hear from you:

**Austyn Woods:** (360) 293-7121 | [austyn.woods@ucnw.org](mailto:austyn.woods@ucnw.org)

**Vicki Curtis:** (360) 788-2661 | [vicki.curtis@ucnw.org](mailto:vicki.curtis@ucnw.org)

**Danielle Crim:** (360) 788-2622 | [danielle.crim@ucnw.org](mailto:danielle.crim@ucnw.org)

As one of Whatcom County's top non-profits, we receive a high volume of applications in response to our job postings from candidates like you who want to support our mission and make a difference in the community. Our response times may be slower during periods of high volume, so we thank you for your patience!

### I'm having a difficult time applying & can't upload my resume or cover letter. What should I do?

We apologize for the inconvenience. The first thing you should do is make sure the document you're uploading is compatible with our website: *Word Document (.doc)*, *DOCX Document*, *Rich Text Format (.rtf)*, *HTML (.htm)* or *PDF (.pdf)*. If this doesn't work, try using a different search engine (we have the most success with Google Chrome, but try Internet Explorer if Chrome isn't working for you). Sometimes technical errors are beyond our control. If you're doing everything right and still aren't having success, please reach out to one of our Recruiters.

### I already work for Unity Care NW. How should I go about applying?

If you're already on the UCNW team and would like to apply for an open position, please fill out an Internal Application which can be found [HERE](#). Once completed, please submit your application to HR accompanied by an updated resume. We appreciate your interest in new opportunities! You may email your internal application to [hr@ucnw.org](mailto:hr@ucnw.org) or inner office mail it to Cornwall Ave, Suite 101.

### What can I expect the selection/interview process to look like?

UCNW Human Resources: 1616 Cornwall Ave, Suite 205, Bellingham, WA 98225 | [hr@ucnw.org](mailto:hr@ucnw.org)

If you're selected to move forward in our interview/selection process, here are the steps you can expect:

**1. Phone Interview with HR Recruiter**

- a. This isn't a technical interview. During this conversation, our Recruiters will be exploring your employment history, qualifications, motivations, availability, and the like, while telling you about our organization and the position for which you applied. The phone screen may take up to 1 hour.

**2. On-Site Interview with Interview Panel & Skills Testing**

- a. If you are selected as a top candidate, we will move forward with an On-Site Interview. This is the more technical job interview and also an opportunity for you to meet the team, see the work area, job shadow, and ask any clarifying questions you may have about the position. This can take anywhere from a couple hours to an entire day depending on the position for which you applied. On-Site Interviews may take a couple weeks to schedule because we do our best not to impact our patients' access to care.
  - i. Please note that if you don't live in Bellingham, the Supervisor may perform a 2<sup>nd</sup> phone interview to assess your technical skills before inviting you for an On-Site Interview.
- b. If there are any skills tests applicable to the position for which you're interviewing, the HR Recruiter will send them to you when scheduling the On-Site Interview.

**3. Reference Checks**

- a. If you are a top candidate, you will be asked to invite your references to complete an online questionnaire. Please prepare for this step by gathering your references' emails.

Unity Care NW has a thorough screening process as we are devoted to building a positive work environment and look for talented, dedicated professionals to join us in our efforts to fulfill our organization's mission, vision & values. We appreciate all who participate in our selection process, as we know your time is valuable.