



## RECRUITMENT PROCESS FREQUENTLY ASKED QUESTIONS

### **Do I need to be vaccinated for Covid-19 if I'm not applying for a direct patient-contact position?**

Yes, Covid-19 vaccinations are required for all UCNW employees. Unity Care NW has an Employee Health Program for the safety of our patients and staff. The program requires all employees to receive annual flu immunizations. UCNW also requires vaccination against COVID 19 as a vital public health measure that has been truly lifesaving. We are proud of the leadership role we have played in protecting our community from this devastating virus.

### **I've applied for a position with UCNW. What happens next?**

We take pride in being a responsive employer and work hard to provide prompt status updates to candidates. We will communicate with you primarily through email. Please be sure to monitor your junk or spam folder in case our emails are routed there. 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 team members would be happy to hear from you:

Tami Livingston – Interim Provider Recruiter

(360) 676-8606 or [tami.livingston@ucnw.org](mailto:tami.livingston@ucnw.org)

Vicki Curtis – Interim HR Manager

(360) 788-2661 or [vicki.curtis@ucnw.org](mailto:vicki.curtis@ucnw.org)

Austyn Woods - HR Generalist

(360) 296-7121 or [austyn.woods@ucnw.org](mailto:austyn.woods@ucnw.org)

As one of Whatcom County's top non-profit organizations, we receive a large volume of applications 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 and 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. The following formats are accepted:

- Word documents (.doc)
- Rich Text Format (.rft)
- Portable Document Format (.pdf)

If you still cannot get your document to load, please try using a different web browser such as Google Chrome or Internet Explorer. If you are still having trouble after attempting the actions above, please feel free to reach out to us!

## **I already work for Unity Care NW and I would like to apply for another open position. How do I do that?**

We appreciate your interest in new opportunities! Please fill out an Internal Application which can be found on SharePoint. Once completed, please submit it to Human Resources along with an updated copy of your resume. You may email your application materials to [hr@ucnw.org](mailto:hr@ucnw.org) or send it via inner office mail to 1616 Cornwall Ave., Suite 101.

## **What is your recruitment process?**

At UCNW, we take pride in completing a comprehensive recruitment process, as we are devoted to building a positive work environment populated with 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.

If you're selected to move forward in our recruitment process after submitting your applications materials, here's what you can expect:

### **Step One - Phone Interview with our Recruiter or an HR Generalist**

During this interview, we will explore your qualifications and motivations along with your employment history and availability. In addition, we will share details about UCNW and the position you've applied for. Our phone interviews usually take 45 minutes to an hour.

\*Please note that if you don't live in Bellingham, the hiring manager may perform a 2nd phone interview to assess your technical skills before inviting you for an On-Site Visit.

### **Step Two – An On-site Visit**

If you are selected as a top candidate, we will move forward with an On-Site visit that will include a more comprehensive interview with our hiring panel. During these site visits you may also meet the team, see the work area and/or spend time job shadowing. On-Site Visits vary in length depending on the position and may sometimes take a couple weeks to schedule because we do our best not to impact our patients' access to care.

\*Please note, due to the COVID-19 pandemic some of these steps may be performed virtually via Zoom or other platform.

### **Step Three - Skills Testing & Reference Checks**

If there are any skills tests applicable to the position for which you're interviewing, the Recruiter will send them to you when scheduling the On-Site Visit. If you remain a top candidate during the interview stage please be prepared to invite your references to complete an online questionnaire by gathering their email addresses.

Upon completion of a successful recruitment we will notify all applicants of their status and that the job has been filled. All applicants are eligible to reapply with us in the future and to keep up to date on our current openings be sure to connect with us on LinkedIn @UnityCareNW.