

Frequently asked questions about the application, interview, and new hire processes at Memorial Health.

The Application Process

What is the minimum age requirement to work at Memorial?

You must be at least 18 years of age.

How long does it take to complete the online application?

Approximately 30 minutes, but it may take more or less time depending on your comfort level with the computer.

What if I don't have time to complete my application in one sitting?

Your application can be saved and retrieved later using your login and password.

What happens to my application after it is submitted?

A Memorial recruiter reviews your application. Qualified applicants are forwarded to the department manager or director for further consideration.

How will I know that my application was received?

After submitting your application, you will receive an automatic response stating that your application has been submitted successfully. Once you receive this message, you will know that we have your application on file.

How will I know the status of my application?

Log in to www.memorialhealth.com/jobs. Using your login and password, you will be able to track the status of your application.

Do I have to complete an application or can I just attach my resume?

An application is required in order to be considered for any position. In addition to completing the application, you do have the option of uploading your resume.

How do I know I have been selected for a job?

A Memorial recruiter will contact you and make a job offer.

How do I know I did not get the job I applied for?

Log in to www.memorialhealth.com/jobs, using your login and password to view the status of your application. You will not receive correspondence by mail.

If I've interviewed for a position, how do I know I did not get the job I applied for?

You will receive an e-mail or phone call from your recruiter.

Is there technical support available to assist me with the application?

Yes, you may contact a Jobsience representative by calling 1-800-284-1892 ext. 406.

What do I do if I forgot my password?

Please call the Memorial Health Human Resources Department at 912-350-8225.

When can I apply for a different job within the organization if I am a current Team Member?

Memorial Health policy states that you can apply for a transfer or promotion after six months in your current position. Any exception must be approved by your human resources business consultant and your current director. Please see the Employment Selection Policy for more information.

I am a current Team Member. Do I need to complete an application to be considered for a position?

Yes, to prevent confusion and ensure that all interested and qualified applicants are considered for an open position, Team Members are required to submit an application.

How do I update or change my application?

Log in to www.memorialhealth.com/jobs with your login and password, and update the appropriate fields.

How many jobs can I apply for at one time?

We recommend not applying for more than three positions at one time.

How will I know if I am selected for an interview?

You will be contacted by a human resources representative to set up an appointment for an interview.

Should I call human resources to determine if I'm being considered for an interview?

This is not necessary, as you will be contacted if you are considered for a position.

How can I tell if the position is full time, part time, or per diem/casual?

The status of each position is listed in the position description, under employment type.

Will I have to consent to a criminal history check?

All applicants considered for hire must consent to a criminal history check. If you are called for an interview, you will be asked to complete a criminal history consent form.

How long does it take to get background results back?

Results are typically received within four days, but may take longer depending on the type of criminal history check required. For example, if you have lived in multiple counties or states, it may take longer.

The Interviewing Process

What should I expect in an interview?

When being considered for a position at Memorial Health, you will be asked about your skills and experience related to the position. We will also ask

behavioral-based questions. (Example: Tell me about a recent event where you had to make a difficult decision that impacted others within in your work). Candidates may be interviewed by recruiters, the hiring Team Leader, and Team Members.

I am a current Team Member. Do I have to interview with human resources for an internal position?

If chosen for an interview, a recruiter may contact you to discuss the position and verify your skills and experience. The hiring Team Leader, along with other Team Members and Team Leaders will conduct the actual interview.

What suggestions can you give for a successful interview?

Here are just a few helpful hints for your interview. There are numerous resources on interviewing on the Internet and at the public library.

- Be familiar with Memorial Health and the position for which you are interviewing.
- Be on time, if not early, for your interview and wear professional attire.
- Bring a few copies of your resume.
- Bring a notebook to take notes, record names of those you meet, and jot down questions you may have.
- Have a list of questions prepared to ask the interviewer(s).
- Be able to explain why you are the right person for the job. Make a list of the qualifications and experience you can bring to the position.
- Know the name of the person who will be conducting your interview.
- Send a thank you note to the person with whom you interviewed.

Should I bring my certifications/professional license to an interview?

If the position requires certification(s)/license(s), please bring them with you. If you are considered for hire, we will verify this information through the primary source.

When are interviews conducted?

Interviews are typically conducted between 8 a.m. and 5 p.m. Monday through Friday. If other arrangements are necessary, we will do our best to accommodate your schedule.

How long will the interview last?

You should prepare to stay anywhere from 60 to 90 minutes. If it will be longer, your recruiter will inform you of the details.

Will I be called back for a second interview?

In some instances, a second interview is requested. You will be notified by a recruitment representative if this is the case.

Where do I park for an interview?

Applicants park in the designated parking lot in front of the human resources building on the north side of the Memorial Health campus. For detailed directions, go to www.memorialhealth.com, click "About Us" and "Location."

When should I arrive for my interview?

You should arrive at least 10 minutes prior to your scheduled appointment.

Will I be given an opportunity to ask questions?

Yes, we encourage you to ask questions of your recruiter and anyone else who interviews you. This is an important part of the interview process. We want to make sure you understand everything you need to know about the position of interest.

If I am already a Team Member, will my current Team Leader know I am interviewing for other positions?

If considered for a position, the hiring Team Leader may contact your current Team Leader for a reference.

Where can I send a thank you note for the interview?

Memorial Health, 4700 Waters Ave., Savannah, GA 31404, addressed to the person who interviewed you. It will help to include the department as well, although some locations are off-site. Those have different addresses, which may be obtained through your recruiter or the department.

The New Hire Process**What happens at an employee health/drug screen appointment?**

At Health, all Team Members are required to have a health and drug screen. First, a urine drug screen is administered. You may be required to undergo an additional fitness-for-duty exam by our medical director. Vital signs, including height, weight, and blood pressure, will be obtained. You will also take a color blindness test and a distant vision exam, so remember to bring corrective lenses or contacts to your health screen. You will be asked about childhood diseases you may have had and the date of your last tetanus vaccine. If necessary, you will be given a tetanus vaccine. If you are hired into a clinical position, you will be screened for hepatitis B immunity and/or advised to receive the vaccine. Any Team Member who may be potentially exposed to patients with tuberculosis will be fit tested for an N-95 mask. Additional lab testing may be required, depending upon current medical history.

Should I bring anything to my employee health screen?

It is extremely helpful to bring in any immunization or fit testing records. This could include documentation of the immunization itself or test results performed and documented by an approved laboratory.

How will my start date be determined?

You and your recruiter will establish your start date. All new Team Members must attend Memorial Health's Traditions Orientation program as their first day. It is offered every other week on Monday.

How often do I receive a paycheck?

You will receive your first paycheck at the end of the pay period following your hire date. Paychecks are distributed every two weeks.

When do benefits go into effect?

If you are hired for a benefits-eligible position (full-time or part-time), your benefits will go into effect on the first day of the month following 25 days of employment.

When do I get my identification badge?

New Team Members receive their identification badges during their first day at Traditions (the new hire orientation program.)

What will I do on my first day of employment?

Your first day of employment at Health begins at Traditions, our new Team Member orientation program. This full-day program will provide you with valuable information about becoming a Team Member and initiating your career at our world-class organization. Clinical Team Members will also attend clinical orientation during their first week at work. Specific orientation information and requirements will be provided to you by your recruiter.

When will I complete my new hire paperwork?

Once you have been offered a position, you will meet with your recruiter and complete necessary paperwork prior to your start date.

What is the dress code for the first day of employment – Traditions Orientation?

Business attire. **No** jeans or scrubs, please.

Where is Traditions Orientation held?

You be given these details during your new hire processing.

How long does orientation last?

Because we want to ensure your success as a new Team Member, we personalize your orientation program. Depending on your position, you may attend one to four days of organizational orientation. Clinical Team Members do have an extended orientation program. The recruitment team will provide you with your personalized orientation schedule.

Will food be provided at Traditions Orientation?

In Traditions, we serve coffee in the morning and beverages in the afternoon. There are various eateries on the Memorial Health campus were you can purchase breakfast and lunch.

What if I arrive late for Traditions Orientation?

Traditions Orientation is required for all Team Members. This requirement is non-negotiable. Should you arrive late or leave early, you will be unable to start your employment. You may be rescheduled for the following Traditions and your start date will be delayed two weeks.