

# Tips for Completing Your MultiCare Job Application

## How to find the posting for your job

Jobs are posted on a special website that has been set up for the acquisition. You can get to the site by typing **Welcome to MultiCare** in a Google search window or [www.welcometomulticare.org](http://www.welcometomulticare.org) in your web browser's address bar. The acquisition website looks like this:

Click on the [Jobs](#) or [Click here](#) link to access job postings positions.

<b>Division(s)</b> All (97) MultiCare Health System (2) Tacoma General Hospital (0) Allenmore Hospital (0) Urgent Care Centers (5)	<b>Job Category(s)</b> All (97) ARNP (0) ARNP or PA (0) Behavioral Health (3) Clerical/Admin Support (8)
<b>Employment Type(s)</b> All (97) Full-Time Regular (15) Full-Time Temporary (0) Part Time - Regular (1) Part Time - Temporary (0)	<b>Shift(s)</b> All (97) Day (0) Evening (0) Night (0) Variable (97)
<b>Location(s)</b> All (97) Auburn, WA (94) Bonney Lake, WA (2) Covington, WA (0) Eatonville, WA (0)	<b>Date Posted</b> All

<b>Search by Keyword</b> <input type="text"/>	<b>Search by Job ID</b> <input type="text" value="12345"/>
--	---

You can use commas to separate keywords or lists of job IDs.

## Confirming Your FTE

Currently, most jobs are posted as “on call”. This was done to reduce the number of job postings required. The correct FTEs will be entered later in the hiring process. If the Job ID number listed on your letter corresponds to the job posting you are viewing, it is the correct position.

# Tips for Completing Your MultiCare Job Application

## Where to Go for Help

The [Acquisition Q&A](#) page includes answers to many questions about the hiring process. If you have trouble with the job application or have questions not answered by the Q&A, please contact one of our Employment Coordinators:

- Tammy Dintleman – 253-403-4860 or [tammy.dintleman@multicare.org](mailto:tammy.dintleman@multicare.org)
- Debbie Dixon – 253-403-2894 or [debbie.dixon@multicare.org](mailto:debbie.dixon@multicare.org)

## Step by Step Instructions

1. **Find your job.** Find the job posting for your position using the “Search by Job ID” function.
2. **Select your job.** If the job ID and title match what was in your invitation letter, click the box to the left of the job title and then click the “Apply to selected jobs” icon to begin the application process. Remember that the job title may be different than your current title. You can view the job posting by clicking on the title. In many cases, generic job descriptions have been used, so the posting may not match your role exactly. If you do view the job posting, use the “Submit Now” button to begin the application process.

### SEARCH RESULTS

SEARCH RESULTS

Search Save as Search Agent View Job Cart (0) View My Account

Now showing jobs 1 - 1 of 1 (0 jobs selected) | How to use this page.

<input type="checkbox"/>	Job Title	Job ID	Location	Division	Hours Per Pay Period
<input type="checkbox"/>	Mgr-Acctg/Fin & Mat Man ARMC	18308	Auburn, WA	MultiCare Health System	80

Submit a profile without selecting a job

Add selected jobs to cart Apply to selected jobs

Click the box to the left of the job title. Then click the [“Apply to selected jobs”](#) icon.

3. **Begin the application process.** A sign-in screen will appear. Even if you have applied for a job with MultiCare in the past, you will use the “Apply for the first time” link to begin your application. An e-mail account is required, and you should use a personal e-mail account rather than your work e-mail account. If you do not have an e-mail account, use the [Hotmail](#) link to set one up.

Search View Job Cart (0) Submit Resume

[Apply for the first time.](#) (Click the link to create a new candidate profile.)

No e-mail account? Click a link to create a free one! [Yahoo Mail](#) [Hotmail](#)

**Returning Visitor?**

Sign in to existing candidate profile.  
Enter your e-mail address and password below and click “submit” to access your candidate profile, job application status and job search agents.

E-mail Address

Password

Remember Me [I have forgotten my password](#)

Select the [Apply for the first time](#) link even if you have applied for a job with MultiCare in the past.

# Tips for Completing Your MultiCare Job Application

- 4. Enter your account information and complete applicant release.** **Bold** fields are required. You must complete them to move to the next page. Please use a personal address rather than a work e-mail address. Select a password that will be easy for you to remember. Read the Agreement and Applicant Release, check the confirmation box, then select “Sign In” to move to the next page.

**AGREEMENT AND APPLICANT RELEASE**

- I understand that the information contained in this agreement has been requested for the purpose of evaluating my qualifications for employment and that this document, or any item discussed regarding employment, does not constitute a contract or promise of employment. I affirm that the information provided in my application, resume and interview is true and correct to the best of my knowledge.
- I authorize MultiCare Health System to investigate my background including all the information

I understand the information listed above and hereby declare that all information provided is accurate to the best of my knowledge.

Scroll through the Agreement and Applicant Release. Click the check box, then click on the [Sign In](#) button.

Please utilize the tabs buttons and links on this page to navigate between web pages. Utilizing your web browser's back and forward arrows can create performance issues.

- 5. Review and acknowledge MultiCare's values.**

## Value Expectations for MultiCare Employees

The following values serve as our guiding principles for MultiCare. They impact every aspect of our organization, including how we provide patient care and what we expect from each other:

**Respect:** We affirm the dignity of each person and treat each individual with care and compassion.

**Integrity:** We speak and act honestly to build trust.

**Stewardship:** We develop, use and preserve our resources for the benefit of our customer and community.

**Excellence:** We hold ourselves accountable to excel in quality of care, personal competence and operational performance.

**Collaboration:** We work together recognizing that the power of our combined efforts will exceed what we can accomplish individually.

**Kindness:** We always treat everyone we come into contact with as we would want to be treated.

Yes, I have read and understand the expectations above and agree to comply with them if I am hired.

No I cannot comply.

After reading MultiCare's values, click the button to confirm that you agree to comply with them. Then click [Continue](#).

## Tips for Completing Your MultiCare Job Application

- 6. Continue your application.** The next page will provide you an opportunity to verify or update your contact information and tell us whether you have ever been affiliated with MultiCare in the past. Only the **bold** fields are required. You can disregard the questions related to school contact information. These are intended for college students.

The screenshot shows a web form with the following fields and options:

- How should we contact you?
- Which address would you prefer us to use?
- How did you hear of this opportunity?
- Please provide more detail for your selection above.
- Are you currently or have you ever worked for MultiCare or its affiliates as a volunteer, independent contractor or temporary employee through a staffing agency?
- If yes, Please indicate where
- End Date:
- Update my saved profile with the contact information provided in this application.
- Buttons:

A callout box on the right contains the following text: "Select 'Other' for how you heard about the opportunity and type in 'Acquisition' in the text box. If you have been affiliated with MultiCare before, be sure to clarify whether you were an employee, volunteer, contractor or staffing agency employee. Then click **Next** to continue." Arrows point from this box to the "Other" dropdown, the "ARMC Acquisition" text box, the "Yes" dropdown, and the "Next" button.

- 7. Begin building your application profile.** You do not have to submit a cover letter but you will need to give your application profile a name. Then click **Next** to continue. On the next page, you will be given the option to list an objective. Again, this will not be required. Just click **Next** to continue to the next page of the application.

The screenshot shows a web form with the following sections and fields:

- Search | View Search Results | View Job Cart (0)
- You are applying for this job: Activity Therapist (18044) Auburn, WA
- PROGRESS:
- Submit a Cover Letter
  - Paste or type your cover letter below
  - (Special formatting may be lost when you paste your cover letter into the text box.)
  -
- Submit a Profile
  - Use Profile Builder to provide us with additional information about your qualifications.
  - Profile name:
  - Profile will be saved when you submit this job application.
- Buttons:
- Search | View Search Results | View Job Cart (0)

A callout box on the right contains the following text: "Enter a name for your application profile. Then click **Next**. On the next page, you can also bypass the Objective text box." An arrow points from this box to the "Profile name" text box.

# Tips for Completing Your MultiCare Job Application

- 8. Enter your work experience.** Your work experience is the most important part of your job application. This information will be used to determine where you should be placed on MultiCare's pay scale for your position. Remember that **Bold** fields are required. Other fields can be left blank. If you have worked for employers other than your current employer or held more than one position, click the **Add Another Entry** button to bring up an additional employer. After you have entered all of your work experience, click the **Next** button to move to the education page.

Employer: ARMC  
Job Title: Director, Talent Acquisition  
Division:   
City: Tacoma  
State/Province: Washington  
Country: United States  
Start Date: June 30, 2003  
End Date: -- Month -- -- Day --  
Beginning Salary (ie. 1000.00):   
Ending Salary (ie. 1000.00):   
Bonus:   
Currency Type: United States of America, US Dollar  
Responsibilities:   
Contact Name:   
Contact Telephone:   
Reason For Leaving:   
Remove This Entry Add Another Entry  
Previous Preview Save and Finish Later Next

Enter your current position first. **Bold** fields are required. Although **Responsibilities** is not a technically a required field, this information will be very important to include. The start date is also important.

If you have held more than one job at your current employer or have worked for other employers, click the **Add Another Entry** box to open another job window. When you have entered all of your relevant work experience, click the **Next** button to continue.

- 9. Enter your education.** Some MultiCare jobs require specific degrees or certifications, so it is important to enter your education, regardless of the level. If you did attend some college but did not complete a degree, include the school and dates but leave the graduation date blank. If you do not remember the exact date, month or day, enter the approximate date.

Institution Name: Hermiston Senior High School  
City: Hermiston  
State/Province: Oregon  
Country: United States  
Degree Type: High School Diploma  
Graduation Date: June -- Day -- 1981  
Major:   
Minor:   
GPA/Grade:   
Remove This Entry Add Another Entry  
Previous Preview Save and Finish Later Next

Enter your education, beginning with the highest degree or diploma. If you have a college degree, you do not need to include your high school diploma. When finished, click the **Next** button to continue.

# Tips for Completing Your MultiCare Job Application

**10. Bypass skills, certifications, awards and references.** The next few sections of the application will not be required. You can bypass them using the **Next** button. At the References page, click **Continue** to move to the next page.

**11. Attach a resume (optional).** You are encouraged, but not required, to include a resume with your application. To attach a resume, type in a name (e.g. Bill's Resume) then click the Browse button. From there, you will navigate to the file, click on it (which will highlight it) and then click the **Open** button. This will attach the file. Then click **Next** to continue.

You can attach up to 5 additional documents to your job application for further consideration. Each file can be up to 150 KB in size. Please provide a unique name for each file you upload.

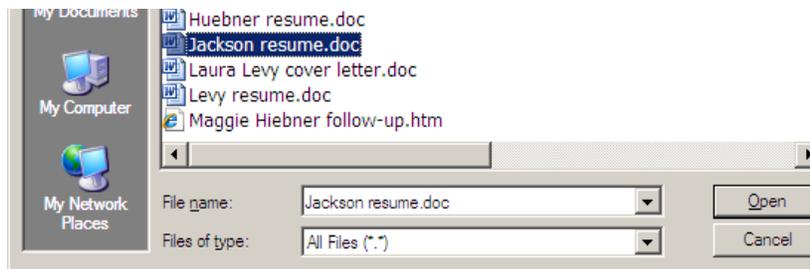
Upload file:

Name: Kim's Resume	Z:\Employment\Educational Materials\IEEO-AAF	Browse...
Name:		Browse...

The following files are accepted for upload: Microsoft Word .doc - .docx, Excel .xls - .xlsx, RTF, TXT, ZIP, Adobe PDF, JPEG, Bit Map, GIF, AVI and MP3.

Previous Preview Save and Finish Later Next

To attach a resume, first name it. Then click the **Browse** button, navigate to the file and click the **Open** button. Once the file has been uploaded, click **Next** to continue.



# Tips for Completing Your MultiCare Job Application

**12. Complete EEO information page.** As a Federal Contractor, MultiCare is required by law to track demographics on all of our job applicants, including internal applicants. Recruiters do not see this information, but it is rolled up into a report that is submitted annually as part of MultiCare's affirmative action plan. If you prefer not to share personal information, you can select "I prefer not to answer."

#### Optional EEO Information

MultiCare is proud to be an Equal Opportunity Employer.

MultiCare Health System is committed to continuously developing a workforce that reflects the diversity of our community. To meet this commitment, we need to understand the diversity of our applicants and workforce. The information requested is voluntary and confidential and failure to provide the information will NOT affect your hiring status. This information will be kept separate from your application file. The information is only used in order to comply with all Federal, State, Local and County regulations for compliance and business reporting, and to improve our diverse workforce.

#### Gender

[Female](#)

[Male](#)

[I Prefer Not to Answer](#)

Information on this page is not seen by recruiters. Once you have entered your answer, click [Next](#) to continue.

**13. Complete employment disclaimer questions.** The questions on this page help confirm your eligibility to work for MultiCare.

#### Employment Disclaimer Questions

Are you 18 years old or older?

- Yes  
 No

Have you ever been employed or attended school under a different name?

- Yes  
 No

Have you ever been discharged or forced to resign from any employment?

- Yes  
 No

Have you ever had a professional registration or license revoked, suspended or restricted?

- Yes  
 No

For any offense, other than a minor traffic violation, have you been convicted, pled no contest, received deferred adjudication, or been given probation in lieu of sentencing?

- Yes  
 No

Are you now (or have you ever been) excluded from participation in federally funded programs (such as Medicare/Medicaid) by having your name listed on the Office of Inspector General's list of excluded individuals and entities and by having your name listed on the General Administration Services' Excluded Parties List?

- Yes  
 No

Will you be eligible to work in the United States on a permanent basis at the time of hire? Documentation proving eligibility is required at hire.

- Yes  
 No

You must select an answer for each question. Some answers will require you to provide additional background information. After answering, click [Next](#) to continue.

**14. Review your application.** The next page will be a summary of your job application profile. If you notice corrections that need to be made, click the [Previous](#) button to scroll back to the page where a correction is needed. Otherwise, click [Submit](#) and your application will be complete. A confirmation message will appear to verify that your application was received.