



DAMERON HOSPITAL ASSOCIATION Human Resources Department

Applicant Tracking System Frequently Asked Questions

How do I know which employment opportunities are available and how should I apply?

- Please visit our online Careers at Dameron link to search for available job openings or you may click [here](#) to search available job openings.
- For immediate consideration, please complete an online application. We accept online applications 24 hours a day, 7 days a week on our Careers at Dameron link.
- Our Human Resources department also has computer kiosks to help you access our online application. Visit our Human Resources department Monday through Friday (7am – 5:00pm).
- Human Resources is located on the second floor of the 530 West Acacia Street building, directly across the street from the main hospital.

What is involved in applying for a job and creating an applicant profile?

- Click on the Search Jobs button, and click on the Job Title column header to sort the open jobs by name. Additional jobs may be found by clicking on the Next page button.
- Once you have found the position(s) for which to apply, click the Apply Online button.
- If this is your first time visiting our Careers at Dameron link, you must register as a new applicant to fill out an application. Click the Register button and fill-in the blanks, which include your own user-name and password. [Remember your user name and password, so you can access your applicant profile again in the future]
- Our application has a number of pages and it is very important that you complete each section in their entirety. The information you provide will assist in the evaluation of your suitability for the position. Most applicants can complete the application profile in about 15-35 minutes, depending on how much work history you provide.
- While keying the “Employment History” portion of your application, please avoid using “See Resume,” instead, manually enter all the information requested.
- **Please note:** The application system will not save your information if you do not complete the initial registration process.

What are the benefits of applying on line and creating an applicant profile?

- When you apply on line, you are creating your own personal applicant profile that is automatically processed into our searchable applicant database.
- Your applicant profile will remain active in our system for a minimum of 2 years. You are able to return to your profile at any time to view the status of a job that you have applied to, search and apply to new positions and update your information.

I am having trouble cutting and pasting my resume. Can you help?

- If you are having trouble cutting and pasting, as an option you can upload your resume.

Do I need to submit a separate application for each position I am interested in?

- No. Once you have created your profile, applying for additional or future positions is as easy as finding the job posting and clicking on the Apply button. Each time, please review and update your application as needed for accuracy.

How often should I update my profile?

- We recommend that you regularly update your profile to keep it current [e.g.: new employment experience, completion of a degree, new address/phone number/email, etc...]. You may continue to apply to new positions without creating a new application profile each time, simply enter your username and password to access your application profile.

What if I forget my username or password?

- After you have created a new application profile, if you forget your password, simply press the  symbol next to the password entry box and the system will prompt you for your email address. After keying your email address, the system will email a password for use.
- If you forget the email address that you previously used we are unable to retrieve any information, please visit the HR department during normal business hours with your driver's license and we will retrieve your information.
- Your application is tied to your SSN and you will not be able to create a new account if you already have one..

How long does the process take? When will I be contacted?

- If your responses to the questions outlined indicate that you meet the minimum requirements for this position then your application will be forwarded to the department hiring manager/supervisor for further consideration. Applicants whose skills, education and work experience meet the requirements for the position may be contacted for an interview. Due to numerous factors involved in the selection process, this can take up to 4 weeks. In the near future, you will receive an email message regarding the status of your application.
- If you identify an opening later, please apply for that position by accessing your applicant profile through our Careers at Dameron link.

What if my Keyword search doesn't find any openings?

- Try a variety of terms. For instance, if you're interested in a CNA position, try terms other than CNA, like aide or assistant.
- Try selecting "view all positions" and locating an open position from the list

What if the position I'm looking for isn't listed?

- Conduct a search by entering specific search criteria. If you select too much criteria, you might not find any results. Select too few, and the available list could be quite long. Experiment with the search criteria to find the job that is right for you.
- Try selecting "view all positions" and locating an open position from the list
- There is also a possibility that there are no positions for which you are searching open. Please try back again on a later date.

*** end ***