



Lifespan

www.Lifespancareers.org

“How to Apply” - External Applicants Frequently Asked Questions (FAQs)

Here are answers to some of the most commonly asked questions about www.lifespancareers.org for external applicants. External applicants are applicants that are not currently employed by Lifespan.

How can I view open positions at Lifespan?

To view employment opportunities, you can search our online job listings. You are able to narrow your search using the search fields provided, or you can select the **All Jobs** tab to review a listing of all externally posted jobs throughout the Lifespan system.

What if I only want to see positions at one hospital or site?

You can view all posted positions for a specific Lifespan hospital or site by choosing the name from the drop down list labeled **Organization**. You can search available positions at the following Lifespan sites:

All	Management Services Organization
Bradley Hospital	Newport Hospital
Lifespan Corporate Services	NHCC Medical Associates
Lifespan Home Medical	Rhode Island Hospital/Hasbro Children’s Hospital
Lifespan Risk Services	The Miriam Hospital

What are the job categories listed within each “job field”?

Accounting/Business Development/Finance

Administrative Support

- Health Information Services
- Patient Registration/Admitting
- Secretarial/Clerical

Allied Health

- Cardiopulmonary
- Laboratory/Pathology
- Pharmacy
- Radiation Oncology
- Radiology/Diagnostic Imaging
- Rehabilitation Services
- Respiratory Therapy
- Sleep Lab
- Social Work

Development/Fundraising

Nursing

- Case Management
- Clinical Nurse Specialist
- Education/Training
- Licensed Practical Nurse
- Registered Nurse

Patient Care Services

- Certified Nursing Assistants
- Dental
- Dietitian
- Interpreter Services
- Medical Assistant
- Mental Health Worker
- Nursing Support
- Student Nursing
- Surgical Technology

Facilities/Engineering

Biomedical Engineering
 Emergency Preparedness
 Environmental/Fire Safety
 Facilities Operations/Maintenance
 Master Planning

Human Resources**Information Technology****Legal/Risk/Audit/Quality/Compliance****Licensed Independent Practitioners**

Nurse Practitioner
 Physician Assistant
 Psychologist

Manager/Supervisor

Clinical
 Non-clinical

Marketing/Communications/Media**Materials Management/Purchasing****Physicians****Research****Support Services**

Food Services
 Housekeeping
 Laundry
 Security
 Sterile Processing
 Transport

All Other**How do I submit an application?**

Once you have identified the position you wish to apply for, follow the process below:

- From the search results page select the “Apply” link indicated after each position detail.
- From the position description page select the “Apply On-line” button.
- You will be asked to accept/decline the “Privacy Agreement”; **Note:** if you decline, in order to continue the application process, you will need to supply an email address and create a password.
- There are seven stages in the application process. Fields marked with an asterisk (*) are required to be completed. Your application will not be submitted until you select the **Submit** button on final page of the application.
- We cannot accept general applications. You must apply for a specific, current job posting.
- We cannot accept paper applications.

I don’t have an email address. Now what do I do?

Go to hotmail.com or yahoo.com and register for a free email account.

Why do I have to put in an email address and password?

By providing your email address and creating a password, our system will create a unique record for you and will store your application in our database. You can the access and use that stored application to apply for other positions. You can update your information at anytime by selecting the **My Account Options** link (to the right of your name) or the **My Jobpage** tab and make edits to any of the submissions you have already sent. Duplicate applicants will be deleted from our system, so be sure to use the same email address, unique username and password each time you access our career site. We do not recommend using an email address that is shared between two people.

I don’t have a resume. What do I do?

If you do not have a resume, you can use our Resume Builder (Work Experience section) to create one. If you do not wish to create a resume, you should NOT leave the Work Experience field blank. It is important that you include the following information in that area:

- Your work history, including where you currently work, how long you have been there, and what your duties are;
- Your educational background, including professional licenses you hold; and
- Any special skills or abilities such as typing, computer skills, medical terminology or the ability to speak another language.

Please do not mail your resume – we are not able to match a mailed resume with an online application.

How can I view more open positions on a page?

At the bottom of the search tool, there is a “Results per page” field. You can choose to view 5, 10, 25 or 100 positions per page. Visit our “How to Apply Guidelines” for instructions on searching and viewing available positions.

What is a “source” and why am I required to select one?

The source lets us know how you learned about employment opportunities at Lifespan. If you do not see the correct source, choose “other” and let us know how you found out about the Lifespan position to which you are applying.

How do I include a cover letter?

It is not necessary to include a cover letter, however you may attach one in the Attachments section of the application process.

How do I know if you received my online application?

An email confirmation will be sent to the email address you provided. Please make sure your email address is correct when submitting your application. Lifespan is not responsible for email addresses that are entered incorrectly or for technical problems that prevent the email confirmation from being received. Also, you can go to the **My Jobpage** tab and view all of your submissions made to date.

How long are job postings on the Web site?

Job postings remain on our web site until the position reaches the final steps of the application process and/or the position is filled.

What communication might I receive after I submit my application?

You may receive communication from Lifespan regarding the status of your application during these different stages in the process:

- If your skills and qualifications match the needs of the position you are applying to and you are selected for an interview;
- If you have gone through the interview process and are not selected to proceed in the process; or
- If the position is filled.

I forgot my User Name or Password.

- On the login page, select **Forgot your user name?** You will then be asked to enter your email address and select **Validate**. The system will retrieve your user name and provide it. Select **back to login page** to enter the user name.
- On the login page, select **Forgot your password?** You will then be asked to enter your User Name and Email Address. Select **OK**. You will receive a confirmation with instructions on how to reset your password sent to the email address provided.