

# TIPS FOR A SUCCESSFUL APPLICATION



Thank you for your interest in UAHSF as a potential employer.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle of the UAHSF, where employment is based on personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, genetic information or any other protected characteristic as established by law. We invite you to apply at <http://www.uabmedicine.org/hsfcareers>. **Special Notice: UAHSF is proud to be an EEO/AA/Vets/Disabled employer. We maintain a drug-free workplace and perform pre-employment substance abuse and tobacco testing.**

## Tips for the online application:

- ◆ **Select “External Candidate.”** Unless you are a **current** UAHSF employee, you must apply as an external candidate. UAB employees are considered **external** to UAHSF.
- ◆ **Create an account in our system.** You must have an email address. This is necessary for your application to be saved. If we wish to contact you, we will try your **preferred telephone number first**. You will receive email confirmation when your application is received.
- ◆ **Search “All” if you are not seeing expected results.** The search page will exclude many posted jobs if you limit only to Birmingham or use a key word search.
- ◆ **Use the Resume Builder option.** Please include all work experience in the last 15 years.
- ◆ **If you give us your Social Security Number, be sure to include the dashes, i.e. 123-45-6789.** If you omit the dashes, your application will not be submitted.
- ◆ **Submit Supporting Documents.** If you would like to attach a resume or CV, letters of reference, and/or scans of education or license documents, please do so near the end of the application, on the page titled “Submit Supporting Documents.” There is a 150 kb limit on each file. You need only attach each document once. They will be available to all of your “Resume Builder” resumes.
- ◆ **You must apply to each position in which you have interest.** If you wish to be considered for more than one position with the same job title, you must apply to each one. Your application will be considered only for positions for which you meet the minimum requirements.

For accommodation or if you have questions that are not answered here, you may contact Employment Specialist, Carolyn Matthews at 205-731-5687.

## Once you have applied:

- ◆ **We appreciate your interest in UAHSF as a potential employer.** Due to the large number of applications received, we are unable to respond to general inquiries about application status. Please utilize the website features for updates. Again, thank you for your interest.
- ◆ **Check the status of your application online.** Log in to your account at <http://www.uabmedicine.org/hsfcareers>. Under Navigation, click “My Account” and then under Application Activity, click “Application Status.”
- ◆ **Our recruiters will usually review your application within two business days.** Possible statuses are:
  - ◆ **Resume Received:** your resume has been received, but not yet reviewed.
  - ◆ **Considering:** you meet the minimum qualifications for the position and your resume is being reviewed. You may receive a call for an interview.
  - ◆ **Not selected:** you were not found to be the *most qualified* candidate at this time.
- ◆ **You may also see the status of the posting:**
  - ◆ **Closed:** the position has been filled.
  - ◆ **On Hold:** the department has decided not to fill the position right now.
  - ◆ **Canceled:** the department has decided not to fill the position.
- ◆ **To update your application:** log in to our website and then select “My Account” . Scroll down to the Document section and edit the appropriate Resume Builder resume. Clicking “edit” will bring you back into the application.
- ◆ **We are accepting applications for every job posted.** Please visit our website often to view new postings.