

# FREQUENTLY ASKED QUESTIONS

## JOB SEARCH

### **Q1: How often are new jobs posted?**

A1: New jobs are posted as vacancies become available. Visit our [online job board](#) on our website for job opportunities.

### **Q2: How can I narrow down my job search?**

A2: Search by job title, keyword or requisition number. Alternatively, you can narrow down your search by location or job category.

## APPLYING ONLINE

### **Q1: How can I submit my resume?**

A1: All of our employment opportunities are posted on our online job board. You can easily create your Candidate Profile and apply to each position that matches your skills and interests. Resumes should be sent through our online application system and will be reviewed by the hiring manager for the current position.

If you are a CapitalCare employee, please apply through StaffNet. Here, you will be able to view all internal job postings, be identified as a CapitalCare employee and, if applicable, have your seniority recognized.

### **Q2: What is a candidate profile?**

A2: A Candidate Profile is an online resume used to apply for CapitalCare career opportunities. Once created, all you have to do is maintain and update your profile. Creating a Candidate Profile allows you to easily apply for jobs.

### **Q3: How do I apply for a job?**

A3: Once you have found a position that you are qualified for on our online job board, simply click **Apply** and complete the application process. If it is your first time applying internally with CapitalCare, you will be asked to create your Candidate Profile.

### **Q4: What if I miss the application deadline?**

A4: Late applications are not accepted. Please check our online job board regularly and promptly submit your application before 11:59 p.m. Mountain Time (MT) on the posting close date.

- **Please note:** If you have any questions contact our Recruitment team at [CCCSRecruitment@capitalcare.net](mailto:CCCSRecruitment@capitalcare.net) , and if you're experiencing technical difficulties, please contact AHS Help Desk 1-877-311-4300.

**Q5: Can I use the same application for multiple job postings?**

A5: No, you must apply to each job posting separately.

**Q6: What if I don't have a resume?**

A6: No resume? No problem. You can manually enter your information to create a resume within our system.

**Q7: What is an eSignature?**

A7: When you are finishing your online application, you will be asked to provide an [eSignature](#). An eSignature is your certification that the information stated in the application is true and complete. You are acknowledging that you understand any false statements may be grounds for termination of employment in the future. Completing this step is the electronic equivalent of a hand-written signature.

**Q8: Will my privacy be protected when I submit my application?**

A8: CapitalCare values and safeguards each person's right to privacy. CapitalCare will not collect, use or disclose personal or health information in any manner that is not in keeping with the Freedom of Information and Protection of Privacy Act or the Health Information Act. When you submit your application, your personal information will be used for the specific purpose of recruitment and hiring.

**Q9: How do I know that CapitalCare has received my resume?**

A9: You will receive an on-screen confirmation acknowledging that you have successfully submitted your resume, as well as an email notification. You can also review *My Submissions* to confirm successful submission of your resume.

**Q10: Where can I see a history of jobs that I have applied for?**

A10: You can track your opportunities by hitting the *My Submissions* button on any page. Once you log in you will see a list of jobs that you have applied for.