

Become a Member of Our Team

How to Apply Recruitment Process Frequently Asked Questions

THE STEP-BY-STEP PROCESS FOR APPLYING FOR A POSITION AT RHODE ISLAND HOSPITAL/HASBRO CHILDREN'S HOSPITAL:

Log into our online application system at www.LifespanCareers.org - this website lists all opportunities throughout the Lifespan System. Click on **"All other candidates, please apply here."** Search all our open positions by using a **keyword**, selecting **Hospital/Company**, or by selecting a specific **job category**.

Review all the job opportunities and click on a specific opening in which you are interested in exploring. If you determine you have an interest in a specific position after reviewing the job description and you meet the stated qualifications, click on **"Apply online for this position."** As a new visitor to the website, please fill out all the information requested in the application. In the resume section of the application, please include work history and be sure to include your:

1. Name
2. Contact information (address, email, phone number)
3. School history and any certificate program you have completed or any professional licenses you may have, etc.
4. Your work history listing the places you have been employed, the titles of the positions you have held, and the dates you held the positions, as well as a short summary of the main responsibility of each position.

If you do not have an email account, please feel free to follow the link to set up a free yahoo or hotmail email account.

To continue without an email account, you may type in the email box on the application your first initial, your last name and the last 4 digits of your social security number. Please note: If you do not use a valid email address when applying, we will be unable to provide you with automatic feedback on your submitted application.

*Example: John Smith, 123-45-6789 would be entered as **jsmith6789***

The password you create must be at least 6 characters

*Example: **houses***

Be sure to save your login and password information so that you will be able to access your account in the future. Each time you apply for a position or update your information, you will use this login.

RECRUITMENT PROCESS

Rhode Island Hospital/Hasbro Children's Hospital is a large academic teaching hospital. Our philosophy and our practice focus on developing the progress of our in-house staff. Annually, we fill an average of 42% of our positions with internal employees transferring from one department or Lifespan affiliate to another. Once a job vacancy has been approved by the Hospital administration, the position is posted online on our website, www.LifespanCareers.org; each Friday afternoon, Rhode Island Hospital/Hasbro Children's Hospital post an updated listing of all new and existing job openings.

During the first seven days following the initial posting of a position, internal RIH/HCH employees have an exclusive opportunity to apply or bid for the opening. Internal employees who meet the stated qualifications and apply within the first seven days of posting are given first consideration for the job. The position is then posted for an additional seven days for viewing by the other affiliates within the Lifespan system. When there are multiple employees that apply for a union position, the employee with the most seniority who meets the qualifications and has no disciplinary action on file will be awarded the position. When applying for a non-union position, the employee that possesses the skills, abilities, education, and licensure required for the position will be given every consideration.

External: For all positions not filled by an internal candidate, external candidates who meet the stated qualifications will be considered for the position. Unfortunately, due to the volume of applications received for each position, we are not able to contact each applicant personally to provide them information on the status of their application. You may, however, call the **Employment Helpline at 1-866-626-5627** to check the status of an existing application.

All the applicants are reviewed by Human Resources and the hiring managers. Candidates best matching the skills and qualifications required for the position will be contacted for an interview.

Whether you are an internal or external applicant, you are required to provide a resume that includes your complete work history when applying online in order to be considered for a position.

ONLINE APPLICATION PROCESS

Rhode Island Hospital/Hasbro Children's Hospital and Lifespan utilize a centralized online applicant tracking system. This system provides one database for all applicants. The online system is more effective and efficient than a paper application process. Having access to an applicant's complete work history allows Human Resources to quickly review, qualify and submit applicants to hiring managers in a more timely manner. Without work history or resume, we are not able to consider you as a viable applicant for the position for which you are applying. An additional benefit of our online applicant system is that your application is kept on file and is available to Human Resources for future candidate searches. Be sure to save your login and password information to access your account. Each time you apply for a position, you will use this information. You can also update your application information at any time by using your login and password.

FREQUENTLY ASKED QUESTIONS

How many people work at Rhode Island Hospital/Hasbro Children's Hospital? We currently employ over 6,000 people.

How many positions are filled each year? In recent years, we have hired over 900 employees each year.

How many people apply each year? We typically receive over 20,000 applications annually.

Do I need to apply online or may I send a resume? All applicants must apply online at www.LifespanCareers.org in order to be considered for available jobs. Our website allows you to view all open positions throughout Lifespan and helps Human Resources circulate your information quickly to RIH's hiring managers.

Should I apply for all positions that interest me or just one at a time? We encourage you to apply for any position that interests you, and for which you meet the stated qualifications.

Why does it appear to be difficult to get a job or interview? Many applications that meet the appropriate requirements are reviewed by Human Resources and hiring managers after all internal candidates have been considered or awarded the position. If there is an interest in your candidacy, you will be contacted to set up an interview.

How many applications are received for each position? The number of applicants varies by position, but it is not uncommon for us to receive over 150 applications for one position.

Do you have a union? We have two unions representing over 4,000 employees.

Does RIH have a lot of internal applications and do they receive first priority? Many positions are filled by internal applicants. It is our philosophy to first offer opportunities to our internal qualified employees. Thus, there are some instances where 85% of our positions are filled by current employees.

Is there anything that I can do to distinguish myself from other applicants? We advise you to make sure your application information is accurate and complete, and that you apply only for positions in which you have a strong interest and meet the stated qualifications. Please note: If you applied or were hired prior to our online system (January 2004), we do not have your resume or work history on file.

When will I hear from Human Resources or a hiring manager about my application? Regrettably, we are unable to contact all applicants personally regarding the status of their applications. If you provide a valid email address in your application, you will receive a message confirming that your application has been received. Once you have applied for a position, if you would like an update or have questions about your application, please feel free to call our toll free Employment Helpline at **1-866-626-5627**.

How can I retrieve the password that I created when I first applied online? Please call our toll free Employment Helpline at **1-866-626-5627**, and a representative will assist you.

How many positions are opened each week? Generally between 20-50 new positions are opened and posted each week.

Are some positions harder to fill than others? Yes, there are national shortages in many positions in the healthcare field, such as nurses, pharmacists, respiratory therapists, etc.

Does RIH provide orientation? If hired for a position, you will receive departmental orientation for the job you are hired to fill.

Does RIH have different shifts for all positions? There are three shifts (day, evening, and night), but not all positions necessarily have shift opportunities.

How many hours would I need to work in order to receive benefits? To be eligible for benefits, you must be regularly scheduled to work 20 hours or more. Full-time status is 35 hours or more.

RIH/HCH
Potter Building
593 Eddy Street
Providence, RI 02903
Phone: 401-444-5337
Fax: 401-444-8161
LifespanCareers.org

www.LifespanCareers.org