

Online Job Application – Frequently Asked Questions

1. How do I apply for a position at Skagit Regional Health?

Your application begins when you create a profile for yourself similar to a resume, that contains all of your relevant work and education information, and general questions we ask of all applicants. You also have the opportunity to upload a resume, which is strongly encouraged. Once your profile has been created, you can link it to an open position by clicking the Apply  (it looks like a pencil). You will be asked a series of pre-screening questions and led through your profile giving you the opportunity to make any final corrections. At the end of the online process your completed application will be submitted to our Talent Acquisition Team. Depending on your computer proficiency, it generally takes 15 to 30 minutes to create a profile and apply for a position(s).

2. What if I have technical difficulties completing my application?

If you experience technical difficulty during your online application, please contact our Human Resources Department at 360.814.8292 or via email at HR@SkagitValleyHospital.org.

3. When does a Talent Acquisition Professional receive my application?

When you have completed the application process and clicked on the “submit” button, you will receive an acknowledgement message telling you that your application has been submitted. At this point, your application is forwarded to a Talent Acquisition Professional.

4. Should I email, fax, or mail you a copy of my resume and cover letter, even if I have applied online?

No. Once you’ve submitted an online application, you do not need to contact Skagit Regional Health to provide additional information unless you are asked to do so. All the information required to consider your application is contained in your profile and the electronic application.

5. Will you contact me about the progress of my application?

When your application is received, you will be sent an acknowledgement via email. If a hiring leader determines your skills match the needs of the position, you will be contacted for further screening and consideration. If the position is filled or closed you will be advised through the email address provided on your application.

6. What happens to my application once a position I’ve applied for is filled?

You will automatically be notified when a position is filled through the email address you provided when you completed your personal profile. Your candidate information is stored in our database

and you are encouraged to sign-up to receive “job alerts” so you can be automatically notified via email for positions that match your skills when they are posted.

7. Is there assistance for individuals with disabilities?

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), should you have a disability and like to request an accommodation in order to apply for an open position with Skagit Regional Health, please call us at 360.814.8292 or email us at HR@SkagitValleyHospital.org.