

## Careers FAQs

Learn more about employment opportunities at Hilo Medical Center, Ka'u Hospital, Hale Ho'ola Hamakua, and Puna Community Medical Clinic (East Hawaii Region, HHSC) by reading these frequently asked questions and answers.

**How does the job application process at the East Hawaii Region, HHSC, work?** A current listing of open positions is available on our website under the Career Opportunities section. Our application system is online. Our website is updated continuously as new opportunities become available. If a position is no longer listed on our website, we will no longer be able to accept applications for that position.

**Can I submit my resume instead of filling out the job application?** We are sorry, but no, every applicant must fill out the information requested in the online application; however, there is a section where you can cut and paste your resume into the online application.

**Do I need to apply separately for each position I'm interested in?** Yes, but because we use an ATS (Applicant Tracking System), your information is saved. Just log in and update your information before submitting again.

**What should I do if I have submitted a job application to you and then realize I need to make changes?** Once an application is submitted, the system won't allow any changes to it. Please proofread your application carefully before submitting it to make sure that what is written on there is correct. However, if there are additional changes that you need to make after the fact, you can email a resume with all of your current information to [hmcrecruit@hhsc.org](mailto:hmcrecruit@hhsc.org) and we can attach it to your application.

**If the position I am interested in is not listed, can I submit a job application anyway?** Unfortunately, no. Because we utilize an ATS, we have no way to match up your application without an open recruitment number.

**I don't have a computer at home. Are there other resources for applying?** Certainly! You may utilize a public library or American Job Center location.

**Are there job opportunities for someone with a nonmedical background?** There are many. If you do not see what you are looking for on the website, please keep checking our website as we update it with new openings frequently.

**Are benefits available for employees?** Yes, in most positions. Benefits depend on job position and job status. On the job listing, it states "Temporary W/O Benefits" or "Temporary W/Benefits" to let you know whether the position comes with benefits or not.

**What sorts of pre-employment requirements do applicants have to go through?** We do pre-screening, interviewing, and, if you are hired, employee health requirements, a drug screen, a background check and possibly a physical. We pay for all of those except for the physical.

If you have any other questions, please feel free to call a recruiter at 932-3150 for assistance.