

### **Is a Police Records Check and Vulnerable Sector Screen required?**

We require the completed Vulnerable Sector Criminal Records Check prior to offers of employment being extended to any care or front-line staff. Carewest does not normally hire persons with active criminal records for which a pardon has not been granted.

Carewest requires all new hires to complete a clearance via our preferred provider, Sterling Backcheck. The turnaround time is approximately 48 hours.

### **How long do you consider my application and résumé?**

Applications for a competition may be matched to other opportunities, however, if you have specific interest in a posting, please apply to it directly.

### **Immunization Records and Tuberculosis Screen**

New hires will be required to provide immunization records and a negative tuberculosis screening.

### **Accommodation in the hiring process & employment**

Please let us know if you require specific accommodation or arrangement in the hiring process.

If you require accommodation in employment, you are responsible to advise us of any requirements you may have prior to start. You may be asked for additional information as part of this process. You do not need to disclose any diagnosis. Carewest aims to hire the most qualified person for each position and we look for talented staff throughout our community.

### **Use of Your Personal Information in Recruiting**

Personal information in the recruitment process will only be collected and shared for the purposes outlined in the *Freedom of information and Protection of Privacy Act* and *Health Information Act* which includes: determining eligibility for employment; determining eligibility for Carewest programs and services; for programs designed to evaluate and improve Carewest programs and services; for the operation of approved Carewest education and research programs and services; and for legal requirements where these purposes are consistent with FOIPP and HIA, and under the Alberta Labour Relations and Employment Standards Codes. If you have any questions regarding the collection of information you may contact the Carewest Manager of Information Management & Privacy, 722 – 16 Avenue NE, Calgary, AB T2E 6V7.

## **Are you an international applicant?**

Carewest encourages applications from all qualified candidates. In order to work for Carewest applicants must be:

- Canadian citizens or permanent residents; or
- Have a valid work permit; or
- Have a valid student permit that allows for employment

Additionally, Carewest requires applicants with educational credentials obtained outside of Canada to obtain an assessment certificate comparing their credentials to education standards in Canada. Internationally trained applicants can have their education credentials certified through the International Qualifications Assessment Service. Carewest will consider all experience relevant to the position, regardless of where it was obtained, provided it can be validated. Successful applicants will have their references checked to confirm their credentials and experience.

Carewest is unable at this time to provide sponsorship for residency or citizenship.

## **General**

### **I am an internal candidate. I already work for Carewest. How do I apply for a new position?**

If you are applying for another position and you already work for Carewest, you must apply for the position via Lever, you can access Lever via the Careweb intranet. Your application will not be considered if you apply for a new position using the Carewest.ca website.

### **How long are competitions posted for?**

Job competitions are posted externally until they are filled or there is a sufficient candidate pool for future review.

### **When will I be contacted?**

We are unable to respond to every applicant due to the high volume of applications received. Only applicants who are being considered for an interview will be contacted. Applicants that are being considered for an interview are usually contacted within two weeks of the closing date. If you have not heard from Carewest within that time, you can assume that you will not be considered further for that position.

New competitions are posted frequently and we encourage you to continue to visit Carewest.ca for additional career opportunities.

# Hiring Requirements

## How are hiring decisions made?

In general terms, applications are screened against the hiring criteria for the competition, which includes the skills, knowledge, training, performance, experience, and any other relevant attributes required for the position, including how recent the related skills and experience are. Those selected for an interview will go through further assessment on these criteria.

## Can an individual work in two or more jobs at the same time with Carewest?

Staff can hold only one permanent position at a time. If you are Regular or Temporary Part-Time, you may also work as a Casual Employee within the same bargaining unit.

# Applications and Resume Submissions

## What can I do to improve my chances of success when applying on a competition?

Every competition is considered separately based on the hiring criteria established. You are strongly encouraged to tailor your application and resume to each competition you apply for to show you meet the criteria the best.

This is your time to shine!

- Is your resume up to date? Your resume must include your current and previous relevant work history, as well as highlight your skills, experience, and training related to the competition you are applying on.
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Cover letters are optional. However, they can be useful to show the hiring manager you are a great candidate based on your background, and how it is applicable to the competition you are applying for.

## Application Form Tips

- Make yourself shine!
- Answer all of the questions on the on-line application

## Tips for writing a great resume?

We encourage you to visit the following resource to learn more:

<https://alis.alberta.ca/look-for-work/resumes-and-references/tips-for-writing-a-great-resume/>

## Is volunteer work considered in the selection process?

Volunteer work related to the position applied for is recognized as being a valuable addition to an applicant's work history. Relevant volunteer work should be included on the résumé or application.

## Interview Method and Sample Questions

### Tips to Prepare for Your Interview

- Print off and review the posting prior to the interview.
- Research! Inform yourself about the unit, type of clients, and care services provided
- Make sure you understand the program you are applying into (e.g., RCTP – you can find this information on the job posting and on Carewest.ca)
- Be prepared to talk about your work experience and how it relates to what you have learned about the unit and the position you have applied on
- Your interviewer will be looking for specific work examples that highlight your knowledge, skills, and abilities.
- Think about what your examples / stories are before the interview and rehearse them so you can easily recall them during the interview.
- Consider rehearsing with a trusted friend.
- Be five to ten minutes early.

### During the interview

- Dress professionally like you would when you are at work.
- It is suggested to bring a copy of your application and resume for reference.
- Generally you will have more than one interviewer so make sure to address each of them.
- Bring a notepad and any materials / research on the competition you have done so you can refer to it if necessary.
- Remember an interview is a conversation – be yourself and highlight your achievements. This is your time to shine!
- Share your examples as though you are telling a story that describes results, achievements, and successes.
- Try to use “I” rather than “we”, “us”, “they” or “our”.
- Listen carefully and make sure you answer the question completely.

- If you do not understand the question, ask the interviewer to repeat it or to clarify it.
- It is OK to pause to collect your thoughts before answering, or ask to come back to a question later.
- Feel free to take notes for questions to ask the panel later, or to organize your thoughts

## **Questions you can ask at a job interview**

Always prepare one or two questions to ask. This shows your interest in the position and Carewest.

### **Sample questions:**

1. How does your unit operate?
2. What is important to you in a team member?
3. What are some of the skills and abilities necessary for someone to succeed in this job?
4. What are you excited about in your unit/program?
5. What changes are anticipated for this area?
6. What do you like about your role or program?