

DCH Job Applicant Frequently Asked Questions

1. How may I check the status of my application?

In order for you to receive an update on your application status, login to the application system using your email and password. The status will be listed. Go to www.dchsystem.com, click on Job Opportunities, Check Application Status, and Login. Once you login to the application system, you should see a legend which explains in detail your status. The status of your application will be application received, in process, not minimally qualified or not selected.

2. May I bring or send my resume to your Human Resource office?

No, resumes must be submitted with your online application. You may update your information at anytime using the online application system. This helps ensure that all your most current information is centrally located for your own benefit.

3. Do I have to fill out a separate application for each position of interest?

No; however, you will need to complete an initial profile and then click to apply for each specific position.

4. If I see a posting for a DCH position on the internet, may I apply for the position without going to the DCH web site?

No, in order for you to apply for a position, you must apply through the online application system through the DCH website at www.dchsystem.com. This helps ensure that all your most current information is centrally located for your own benefit.

5. Why do some positions posted on the DCH web site have closing dates and others do not?

Based on our policy, it is the discretion of DCH to decide the posting date for each vacant position. The posting date varies by position based on time and difficulty to fill a position and the time needed to evaluate all qualified candidates.

6. I did not get a confirmation my application was received; will you check if my application was received?

Once you have submitted your application, you should receive an automatic email; however, if you did not receive an email, you should log back into the system and check the status of your application. "Application Received" will be indicated by new job applications if they have been received in the online application system. A legend at the top of the page details the meaning for each status type. If your application has not been received, please reapply.

7. I am having problems with the application system. Is there someone who can assist me?

Yes, please contact the Taleo System Administrator at 1-888-561-5665 for technical difficulties. Please listen to the instructions and then press 3 for candidate support.

8. What is the salary range for a position posted on the DCH web site?

DCH does not list salary ranges when a job is posted; however, if you are selected for an interview, the recruiter will review the salary range prior to your interview. Each position is assigned a specific grade with a minimum and maximum salary range; however, relevant experience is taken in to consideration when quoting an exact salary.

9. I am interested in applying for a position on the DCH web site, and I have questions about the position, such as shift, work schedule, and pay range. May I speak with someone to learn more about the position?

Every posted position has the job requirements and job descriptions listed for review. The salary range will be discussed if you are selected for an interview. Please review the posted information.

10. A manager told me to apply for a position, but it is not posted.

The position must be posted in order to apply for a position with DCH Health System. Positions may change daily so please continue to watch the job postings at www.dchsystem.com and you may apply for posted positions for which you qualify.

11. May I speak with the manager or recruiter about the position?

The first step in seeking employment at DCH is to complete our online application. Each job position will give an overview of the specific position requirements. If you are selected for an interview, the recruiter will contact you.

12. I am a current employee of DCH. What is the process for me to transfer to another position? How will the recruiter know I am a current employee?

A DCH employee must complete an application and create a username and password through the DCH website at www.dchsystem.com. On the application, you will need to submit your employee number to help identify you as a current employee. All applicants, including current employees, will need to complete the application (including education, certification/licensure if applicable, and employment history) fully to be considered for the position.

13. I have applied for several positions, and I keep receiving the same “Not Minimally Qualified” status. May I speak to someone to understand why I am not qualified or how I could become better qualified?

If you have received a “Not Minimally Qualified” status, you did not meet the minimum qualifications for the position you applied for based on the information you provided. Please refer back to the job description and minimum requirements to determine what qualifications you must have in order to meet the qualifications for consideration. If you have additional qualifications that you think are important to the position, please update your application for reconsideration.

14. I have applied for several positions, and I keep getting the same “Not Selected” status. May I speak to someone to understand why I am not being selected?

If you have received a “Not Selected” status, based on the information you provided, you were not selected for that specific position. Many factors which may include availability, work history and experience are taken in to consideration when determining the next steps with an applicant. Receiving a “Not Selected” status on one position will not automatically disqualify you for another position, as you are encouraged to apply for multiple positions for which you qualify based on your interest.

15. What does Flexistaff, Per Diem and weekend pay plan mean?

A flexistaff employee is one who is available to work based on patient care and unit needs. Flexistaff employees are not eligible for benefits.

A Per Diem employee is one who works as needed by DCH. Per Diem employees are not eligible for benefits.

Weekend pay plan employees are primarily assigned to work weekends (typically 50 out of 52 weekends per year). Benefits are available; however, a weekend pay plan employee does not accrue paid time off.

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