

Job Application Tips

RESUME

What to include on your resume:

- Personal contact information
- Education and training obtained
- Employment experience
- Employment skills and abilities
- Achievements / Interests
- References



REFERENCES

What is a Reference?

- A reference is a current or former employer, teacher, instructor, preceptor or mentor that can speak to your working or studying strengths, qualities and abilities
- Prairie Mountain Health requires three references
- Family & friends are not accepted as reference
- **TIP:** Be sure to be to contact your references to ask permission to use their name & contact information. Let them know they may be contacted.

SECURITY CHECKS

Pre-Employment Security checks required for employment with PMH:

- Criminal Record Check, inclusive of Vulnerable Sector Check (*inquire at your local police station*)
- Adult Abuse Registry Check (*can be purchased online*)
- Child Abuse registry check (*can be purchased online*)
- PMH will accept receipts until original copies are received by applicant
- Applicants are responsible for all fees incurred with all checks

INTERVIEW TIPS

- Arrive to the in-person interview 5-10 minutes early.
- First impressions count, greet the interviewers in a friendly and confident manner.
- Business dress is appropriate or scrubs if working that day.
- Be prepared for questions related to the job.
- Learn about the job, ask to review a position description.
- Think of the interview as an opportunity for dialogue between you and the panel to exchange information.
- Don't be afraid to write things down, ask to repeat questions and ask to go back to questions.
- At the closing of the interview, if not mentioned, ask about timelines for a decision in regards to the position.

