

## **Mercy Human Resources Employment Opportunities FAQ**

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**Q. How do I apply for a job with Mercy?**

A. Select a job that interests you. Click on the Apply Now link. If it is the first time you have applied for a job with Mercy, you must create an account before you can login.

**Q. Do I have to create an account to apply for a job?**

A. Yes, you must create an account to apply for a job.

**Q. Can I fill out an application and have it kept on file for any job opening?**

A. No, you must apply for a specific job. If you see the same job title posted again, it is a new opening; each job is individual. If you wish to be considered, you must apply again.

**Q. I can't apply for a job. When I click on the link, nothing happens.**

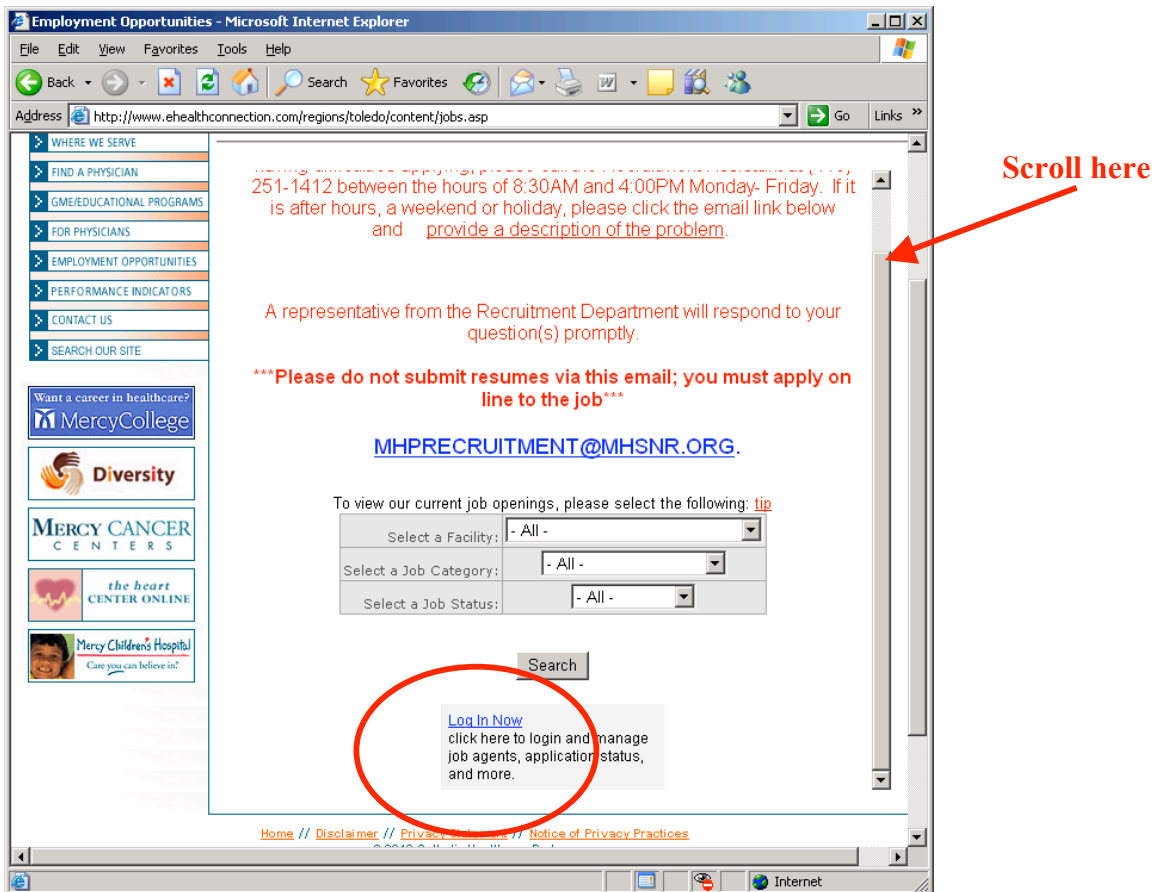
A. Pop-up blockers must be disabled to apply for a job.

**Q. Do I have to re-enter all my information every time I apply for a job?**

A. No, once you have applied for a job, you can copy your existing information to your new application by clicking the "Click Here to Apply Online" link. Enter your user name and password you previously created then select the option to copy. Once the information has been copied, you can review the information and make any changes needed.

**Q. How can I check the status of my application?**

A. Go to the Employment Opportunities section of mercyweb.org. Scroll down under the search button. Click the [Log In Now](#) button.



Enter your User Name and password. You must click the Login button. Click on the Application History tab. You can view the last 6 months history of applications.

**Q. Can I change my email address?**

A. Yes, login and click the My Account tab. From this tab you can also change your name, password and security question.

**Q. Can I change or update my application or resume after it has been submitted?**

A. No, once an application or resume has been submitted, no changes can be made.

**Q. Can I talk to someone if I am having a problem applying for a job?**

A. Yes, during business (8:30 am – 4:00 pm M-F) hours, please call 419-251-1412.

**Q. How many jobs can I apply for at one time?**

A. You can apply for up to 5 jobs in a 7 day period.

**Q. Can I send you my resume via e-mail?**

A. No, all applications and resumes must be submitted on-line.

**Q. Can I mail my resume to you?**

A. No, all applications and resumes must be submitted on-line.

**Q. If I apply for a job once, do I have to apply again for the same job when new jobs are posted?**

A. Yes

**Q. How often are new jobs posted?**

A. New jobs are posted every week. Check back often.

**Q: If I am not an employee, can I apply to a position marked "Internal Applicants Only"?**

A. Your application will not be accepted for positions that are marked "Internal Applicants Only".