

The Application Process: FAQ

Frequently Asked (and Answered!) Questions

Searching for Opportunities

Is there a tutorial on how to search for jobs?

[You can access our brief video tutorial at this link.](#)

Can I search for opportunities within a specific facility or location?

Yes! On the [search page](#), there's a drop-down list for work location. Click the down arrow on the menu to browse, or click on "Work Location" to type and narrow down your choices.

Can I search based on commute time?

Because commuting time is an important factor when you consider a new position — and because commuting time can't always be determined by distance — we include on the [search page](#) a box called "Sort By."

- Enter the address from where you're commuting and then select the "Commute" button.
- Choose the method by which you're commuting.
- Select the level of traffic you're expecting to encounter, such as rush hour.

What if I am interested only in a certain shift or schedule?

On the [search page](#), there's a drop-down list for desired shift. You can select days, evenings, nights or a varied shift.



As a veteran, can I search by MOS code?

Definitely! (And thank you for your service!) Enter your MOS code in the keyword search field.

How can I sign up for job alerts so I am notified of new opportunities? How can I sign up for a talent community?

When you join our talent community, you'll receive job alerts that match your interests. [Click here to sign up!](#)

Where can I learn about fellowships and externships, including what specialties are available?

Visit our [Externships, Fellowships and Nurse Residency Programs page](#) to learn more about these programs and to also view several examples of the career growth of Northwell employees.

Where can I find information about internships?

Learn about our internship programs and join our student talent network [at this link](#). We also invite you to [read recent blog posts](#) about various internship experiences.

The Application Process

What is the application process?

[Click here](#) to learn what happens — from application and selection to interview and offer — once you've found a position you're interested in.

How do I make an accessibility request?

Click [this link](#) to fill out a form. Be sure to select "Request for an Accommodation" in the Subject of Message drop-down menu.



Do I need a formal resume, or can I just fill out an application?

There are a few different ways you can apply for a position, including:

- Importing information from your LinkedIn or Indeed account
- Importing information from an uploaded resume
- Manually entering your information

You also have the opportunity to add a cover letter and other documents, links and information about your certificates, licenses, permits and the languages you speak.

What's the best format for my resume, and can I apply using my LinkedIn or other social network profile?

If you choose to upload a resume, a PDF or Microsoft Word doc is recommended. You can also apply by importing information from your LinkedIn or Indeed account. You can edit the information on your profile once it has been uploaded.

After the Application

How and when will I learn about the status of my application?

Once you complete an application for a role, you can log into your profile to check the status of your application.

Will I need references?

If you've been selected for an interview, you will likely be asked for references.

[Click here](#) to learn more about the application process.

Will my interview be remote?

Interviews may be remote or in person, and sometimes both. If you are selected for an interview, your recruiter will provide further details.

Will I be asked to take a skills assessment test?

If you are deemed qualified for a role that requires a skills assessment test, then the test will be part of your application. Your recruiter will provide further details.



How will I know whether communications I receive from Northwell are authentic?

Any communication to you will be through a northwell.edu email address or an email address from one of our recruitment solution vendors. Any correspondence relating to Northwell Health career opportunities from a personal email — such as Yahoo, Gmail, or AOL (for example, MarySmith543@gmail.com) — is fraudulent.

If you have any doubts about the authenticity of any email regarding job postings, offer letters, or interview requests, purportedly from, for, or on behalf of Northwell Health, don't take any further action in relation to the correspondence. Instead, contact us using the form [located here](#).

Where can I learn about Northwell's benefits?

An overview of our benefits can be found [here](#).

What is the interview process?

Your exact interview process will depend on your role, experience level and whether you're interviewing for a clinical position. To learn what it's like to interview at Northwell, [read our blog post](#) that includes advice from our recruiters.

If I'm hired, will I need to get a COVID-19 vaccine?

Northwell Health is committed to ensuring the safety and wellbeing of our patients and team members, so we may continue serving our communities by delivering exceptional care. As such, we implemented a policy requiring all new hires to receive the COVID-19 vaccine, effective as of August 2, 2021.

Those not already vaccinated will schedule their initial vaccine through Northwell as a condition of employment. Those who have received the vaccine elsewhere must provide proof at their health screening appointment in order to begin your employment with Northwell. New hires requiring a second vaccination will be scheduled for their second dose within appropriate timing.



Technical Issues

How do I sign into my profile?

If you are a returning applicant, you can sign into your profile with your email and the six-digit code that will be sent to you.

How do I retrieve my username and password?

Your username is your email address. If you've forgotten your password, [click here](#) to reset it.

It's been a while since I last applied to Northwell. Is my old account still active?

If you are unable to access your account, and retrieving your username and password doesn't work, then you will have to create a new account.

Whom do I contact if I'm having other issues?

For issues related to Northwell Health careers, including with your job application or accessing or using the website, fill out the form at [this link](#).