

HSHS Careers - FAQs

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Why should I consider a career at Hospital Sisters Health System?

Since 1875, the Hospital Sisters of St. Francis have been caring for patients in Illinois, Wisconsin and other locations in the United States and across the world. Today, Hospital Sisters Health System (HSHS) cares for patients in 13 communities in Illinois and Wisconsin. With 14 hospitals, scores of community-based health centers and clinics, nearly 2,300 physician partners, and more than 14,000 colleagues, HSHS is committed to its mission “to reveal and embody Christ’s healing love for all people through our high quality Franciscan health care ministry.”

HSHS advances its mission through its care integration strategy which brings together the many components involved in the delivery of health care with a focus on creating an outstanding patient experience. By leveraging the latest technology, emphasizing the importance of relationships, and living its values, HSHS is making a positive difference in the lives of the patients and families it is privileged to serve.

Also, by attracting and developing the most committed, talented people we are able to continue to provide exceptional service to all our patients each and every day. We show our commitment to your development and growth by creating opportunities for advancement through education and training, outside coursework, and certification programs.

How do I apply for a position at Hospital Sisters Health System?

Your application begins when you create an online Career Profile (similar to a resume) that contains all of your relevant personal, work and education information, and clarifies what you are looking for in a position.

Once your profile has been created, you can sign-up to receive job alerts for positions that match your skill set. You will be asked a series of pre-screening questions and will be led through your profile (education, work experience, and interests), giving you the opportunity to make any changes. At the end of the online application process, your application will be submitted and reviewed.

It generally takes 10-15 minutes to create an online Career Profile and apply for a position using the online application process. Please submit your profile to a position in order to apply and be considered qualified for the requirements listed in the position description. If you require a reasonable accommodation for our application process, please [Contact Us](#). Requests will be kept confidential and shared only on a need-to-know basis.

Can I upload my resume when I submit my application?

Yes, you can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a resume, you will need to fill out the online submission manually.

When am I considered an applicant?

To be considered an applicant you must apply to a specific position, meet the qualifications listed in the position description, and submit a complete online application.

May I apply for multiple positions at the same time?

Yes. Once you have created an online Career Profile, your information is saved in our database. Your information can then be used for future applications.

Is my application kept confidential?

Yes. Your information is kept confidential and will not be shared with anyone outside of the application process. It is only used for employment purposes.

Will you contact me about the progress of my application?

When your application is received, you will be sent an acknowledgment e-mail. If People Services determines that your skills best match the needs of the position, you will then be contacted for further screening and consideration.

What happens to my application once a position I've applied for is filled?

Once a position has been filled, your information is stored in the HSHS applicant system for future opportunities that may match your skill sets and interests.

What is the company's Equal Employment Opportunity Policy?

At Hospital Sisters Health System, we provide equal employment opportunity and treat all colleagues equally regardless of age, race, creed/religion, color, national origin, alien or citizenship status, sexual orientation, military or veteran status, sex/gender, disability, genetic predisposition or carrier status, marital status, partnership status, domestic violence victim status or any other protected status.

How do I request a reasonable accommodation?

Hospital Sisters Health System is committed to employing and advancing qualified individuals with disabilities in its recruiting, advertising, and job application process. HSHS will provide reasonable accommodations to applicants with qualified disabilities in accordance with applicable law. If you require a reasonable accommodation for our application process, please [Contact Us](#). Requests will be kept confidential and shared only on a need-to-know basis.

How do I create an online Career Profile?

New applicants may create a career profile by [going here](#).

Applicants can also go to the Careers homepage, go to "Job Search" and select "My Profile" and follow the steps. Note: In order to save your profile you need to have valid e-mail address. If you do not have an e-mail account, please visit [Google](#), [Yahoo](#), or [Hotmail](#) to sign up for a free e-mail account. Once you receive an e-mail address, you will be able to create an online career profile.

How does creating an online Career Profile benefit me?

An online career profile, allows you to:

- Easily update your background information at your convenience
- Apply for jobs without re-entering your information each time
- View the status of applications you have already submitted
- Sign-up to receive 'Job Alerts' via e-mail for jobs of particular interest to you

How do I update my profile?

Update your profile by accessing the "Update My Profile" link on the bottom of the "Search Jobs Now" page. After you have entered your login and password--which you selected when you initially created your profile--your information will be available for review and edit. We encourage you to update your profile whenever your information or work experience changes.

What happens if I forget my password?

If you forget your password, click the "Forgot Username or Password?" link on the Applicant Login screen. Follow the recovery process and fill in all of the information requested. [Click Here](#) to continue and answer your security question. All password recovery fields are case-sensitive. ***Due to the large volume of applicants, we are unable to answer individual questions related to usernames and passwords.***

What should I do if I experience technical problems with my online Career Profile?

Please contact our People Services Department by [Clicking Here](#).

Who do I contact if I have any further questions?

You can contact our People Services Department by [Clicking Here](#).