

# FREQUENTLY ASKED QUESTIONS

## **Why do I need to create an account online?**

In order to be considered for a position at United Health Centers, you must submit an online application. Once you have created a profile, you may apply at any time. Be sure to make note of your username and password so that you can easily access your account in the future. By creating a profile, you can: Submit an application for consideration online, Check your application status, Set up job alerts for newly posted positions, and Update account information

## **Are your positions online up to date?**

We are always updating our open positions. Any positions that have been filled or closed are removed from our website.

## **Is salary information posted?**

No, our pay is competitive within our industry and is based on the candidate's experience and education.

## **When will I be contacted after I submit my application?**

Your resume and application will be reviewed for the position to which you applied. If we find a match between your qualifications and the needs of the position, you will be contacted by a UHC Recruiter.

## **How can I check the status of my application?**

Once you create an account, you can check the status of your application for each position you applied for by logging in and clicking on "Dashboard."

## **How do I retrieve my password?**

On the sign-in page, click on the option "Forgot Your Password." Type in the email address used when setting up your account. Click on "Reset Password" and an email will be sent to you with a link to change your password.

## **How can I find out if I've already applied to a position?**

To view previously applied for jobs, log-in using your email address and password. Click on "Dashboard" at the top of the screen.

## **Do I have to create an account every time I apply for an opening?**

No, you only need to create an account once. After that, you can apply for positions using your existing information. To apply for additional positions click on "Dashboard" and "View current job opportunities." You may update or modify the information at any time.

## **What if I don't have an email address or a computer?**

Hotmail, Gmail and Yahoo all offer free email accounts and most public libraries offer free computer access. Much of our communication to you is via email, so you will need an email address to complete the application process on our website.

