

2020 BIDMC's External Patient Care Technician Application Process

Application for Round 1

Step 1

Apply on-line at jobs.bidmc.org

- The application will be posted on **Friday, October 9, 2020**
- If this is your first time ever applying to BIDMC, you will be asked to create a username and password. After doing so, then you can formally apply for the position.
- You will need to locate the “**Keyword**” search bar, that can be found in the “**Search Our Jobs**” section, please manually type in “**36096BR**” and then click on the magnifying glass icon to continue the search
- As the “**Patient Care Technician Trainee**” link appears, please click and apply to the position
- We will be looking for the 15 most qualified candidates.
- The last date to apply is **Friday, November 6, 2020**
- If you have any questions regarding *Step 1*, please reach out to Elizabeth Lundgren, Manager, Talent Acquisition, at elundgre@bidmc.harvard.edu

Step 2

Test for Adult Basic Education and Assessments (will take about 1.5 hours)

The assessment will be offered four times:

- **Monday, November 9, 1:30pm**
- **Tuesday, November 10, 2:30pm**
- **Wednesday, November 18, 10am**
- **Thursday, November 19, 10am**
 - Please email [Emily Beck Sloat](mailto:Emily.Beck.Sloat@bidmc.harvard.edu) your preferred assessment date at esloat@bidmc.harvard.edu as soon as possible and by **Friday, November 6**. Once you have registered for the assessment, you will be given the location for the assessment.
 - Please arrive 5-10 minutes before the assessment begins. All Round 1 applicants will receive information on whether assessment scores allow them to proceed to Round 2 by November 23.

Round 2 Application Process

- Applicants will receive the Round 2 application via email from Emily Beck Sloat.
- Complete the Round 2 Application. Round 2 consists of a written essay and a Zoom interview.
- Applicants will be asked to select their top three choices of interview dates and times.
- Send Round 2 application, essay and interview preferences via e-mail to esloat@bidmc.harvard.edu by **November 30**.
- We will conduct Zoom interviews with applicants the weeks of December 7 & December 14 between the hours of 9am – 5pm. Interviews will take 20-30 minutes.
- Applicants will receive an email notification of the time, date and link to the Zoom interview.

Final Steps

- Finalists will receive an email from **Skillsurvey** requesting five references. Please note that there needs to be a minimum of two current or former manager references.
- Reference request does not necessarily equal an offer.
- Please alert your five references ahead of time that you are submitting their names, and that they should expect to see an email arrive in their inbox requesting their information. It is important to let them know they need to fill out this information within 24 hours of receiving the request for references.
- **References will be initiated after interviews are over.**
- **Offer decisions will be made once references are completed and reviewed by the team.**
- Candidates with accepted offers will complete BIDMC's onboarding process which includes an onsite appointment to complete the required appropriate clearances.
- Offers will be made by **during the week of December 21.**
- Selected applicants will attend BIDMC's New Employee Orientation on **Monday, January 11, 2021**
- Patient Care Technician training begins **Tuesday, January 12, 2021**