



ST. CATHERINE OF SIENA

Medical Center

50 Route 25A ♦ Smithtown, NY 11787

Frequently Asked Questions

Q. Where do I go to apply for a job with St. Catherine of Siena Medical Center or St. Catherine of Siena Nursing Home?

You can apply anywhere you have access to the internet by visiting our website at <http://stcatherines.chsli.org>

Q. Can I fill out a paper application?

You cannot. We are committed to making our recruitment process efficient by providing access to a simple internet process.

Q. Can I apply for a job by visiting the hospital?

You can use our computer kiosks located in the reception area of the Human Resources Department but our recruitment process is online and will require that you complete this process electronically.

Q. What if I don't have a computer, internet access or an e-mail address?

You can visit any library, internet café or the Department of Human Resources. You can log onto Hotmail, Yahoo or ESN to get a free email address /account. You will not be given access to these sites in HR so you will need to have prior to visiting us on site.

Q. Why do I need to create a username and password?

To ensure the privacy and security of your information, we ask that you create a username and password. By logging on using your username and password, you can check on the status of your application. Please be sure to keep your username and password confidential.

Q. How do I know my application was received?

You will receive an email upon submission of your application letting you know that we have received it.

Q. Can I change information on my application at any time?

No- you will need to complete a new application for any changes.

Q. Can I view and print my application?

You can view and print only prior to submitting.

Q. Can I attach my resume on the on-line application?

Your completed application with us represents your resume. However, if you wish to attach for us, our electronic application provides you with the opportunity to cut and paste during the process.

Q. Can I apply for more than one job?

You may apply for up to three jobs at one time. You can also use our Job Agent to find out about positions when they come available.

Q. What happens if I don't see a position I want to apply for?

If you don't see a position you want to apply for it means this position is currently not available. Use our Job Agent to alert you, when the position does become available.

Q. What should I bring with me to an interview?

The interviewer will advise you what documents if any, you will be required to bring along. A required list of documents is also provided during the application process.

Q. With whom will I be interviewing?

If and when you are contacted, you will meet with a Human Resources Representative or where applicable with a hiring Department Manager.

Q. Will I need prior hospital/nursing home experience to be considered for a job?

Some jobs do not require prior experience, whereas other jobs may require it. A review of the job requirement will explain the pre-requisite.

Q. What is the next step after I complete an application on-line?

You will receive an automated email letting you know that we received your application. You can check the status of your application by logging on to our website <http://stcatherines.chsli.org> and clicking on [Log in Now](#). You will need to provide your sign on and password so be sure to keep them handy.

Q. How do I find out what positions are available?

You may visit our website at <http://stcatherines.chsli.org>

Q. How often can I view open positions?

You can view open jobs as many times as you may need to.