

## Application Preparation Tips

Bethany's online job board, Jobvite, makes it easy to create your personalized candidate profile, and upload your cover letter, resume and credentials to apply for the positions that interest you. Before submitting your application, it's important to review all aspects to ensure that your information is up to date and you are highlighting your education, experience, and skills as best as you can to help you stand out from all the other candidates.

The tips below are designed to help you get started.

### Resume

Your resume is perhaps the most important aspect of your application. It is often the first thing that gets read. If you aren't clear about your experience, education and skills, you won't get a chance to tell your story and share your personality with our hiring team.

Here are some helpful tips:

- Keep the format simple and clean
- Highlight most relevant information first
- Make sure you describe your previous roles as job titles can vary between organizations
- If you are a recent graduate or have limited work experience, include your course work or practicums
- Incorporate volunteer work to showcase additional experience, skill or interests
- Avoid typos and grammatical errors
- Read the job posting and ensure your resume reflects where you meet the requirements of the position you are applying for
- Make sure your contact information is up to date. If we can't reach you, we can't hire you!
- Send resumes as PDF documents as you have more control over formatting

### Cover Letter

The cover letter is often neglected by candidates as it is seen as an unnecessary addition, however, your cover letter gives you the opportunity to show your personality and add additional details about you not included in your resume. Use the cover letter as a chance to tell your story and showcase how you fit the role and Bethany's culture.

Here are some tips to help you write your cover letter:

- Tailor your cover letter to the specific position you are applying to
- Don't just rewrite your resume – expand on relevant points or give more information

- Show us your passion and explain why you want to work at Bethany
- Tell us a story
- Explain gaps in your employment
- Spellcheck and proof read to avoid errors
- Send as a PDF to avoid formatting errors and ensure the hiring manager can open the document without any conversion.

## References

References are the final step of the application process but just as important.

- Confirm with your references ahead of time that they are willing to recommend you
- Always pick professional references over personal (if you are a new grad, including a preceptor or instructor is a good choice)
- Choose carefully – ensure your references are able to accurately discuss your abilities and performance
- Create a separate document with your references to bring to the interview with you
- Ensure you include current contact information including phone numbers and email addresses for all your references
- Include the company and position of your reference so we know their relationship to you

## Other Resources

There are many other resources available online to help you with your application.

- [\*Alberta Learning Information Service \(ALIS\)\*](#) offers you a straightforward overview of what you should include in an effective resume and cover letter. You can also take advantage of their Career Information Hotline as well as a free resume review service.
- [\*Government of Canada's Job Bank\*](#) provides an easy-to-use Resume Builder. Create your resume one box at a time and let the Resume Builder do the formatting for you. Need help? At each step, you'll find suggestions on information you should include.
- [\*Monster\*](#), [\*Workopolis\*](#), and [\*JobPostings.ca\*](#) provide helpful resources and articles from industry experts. Articles are found on a wide assortment of content, including resume format, self-promotion, and hiring trends, to name a few.
- New graduates may also have an opportunity to utilize their post-secondary institution's career centre. Universities and colleges offer a variety of services to their students, and alumni, including resume review, interview preparation, networking events, and more.

## Bethany's Hiring Process

### 1. Search and Apply for Positions

Use Bethany's online job board, Jobvite, to search and apply for positions that match your experience, education and interests. Don't forget to check the closing date and location of the positions you wish to apply to. Once your application is submitted, you will receive an email confirming receipt of your application. Please note that in order to be considered for a position, your application must be received via our online system.

### 2. Create a Candidate Profile

One of the most important steps to complete is creating your Candidate profile on Jobvite. Your profile will allow you to set up Job Alerts, track the progress of your application, and update your resume and cover letter whenever you need to.

### 3. The Shortlist

HR will review all applications received before the posting end date. If you match our requirements, you will be shortlisted for a telephone interview. The shortlisting process typically takes 1-2 weeks after the posting end date. Only those who are shortlisted will be contacted.

### 4. The Telephone Prescreen

If you are shortlisted, you will be contacted by a member of our HR Team and asked to participate in a short telephone interview. Our goal in these interviews is to confirm details of your resume, find out more information about your availability and expectations and to ensure you have an accurate understanding of the role.

### 5. The Interview

If you are selected to move forward with the selection process, you will be invited to meet with us face-to-face. The interview team will consist of the Hiring Manager and a member of our HR Team, and maybe some other key members of the Bethany team. Our goal is to find out more about your experience, training, skills and personality and to see if you are a good fit for the role and Bethany.

### 6. Reference Checks

If we feel that you are a good fit for the role, you will be asked to provide 2 professional references. We will contact these references in order to verify your employment history and work habits.



## **7. Offer of Employment**

Congratulations! We think you are the best fit for the position. Once we have completed your reference checks, you will be contacted by telephone and verbally offered the position. You will receive a written offer letter via email shortly after. If after you review the offer, you wish to accept, you should sign it and return it to Human Resources.

## **8. New Hire Paperwork**

After we receive your signed offer letter accepting the position, you will receive another email containing all the information we require in order to get you set up as a Bethany employee. Your employment is conditional on completing a criminal background check within 90 days prior to your start date. For some positions, you will also need to provide proof that you are licensed to practice in Alberta.

## **9. Orientation & Onboarding**

When you have completed all your necessary new hire paperwork, we will contact you with more information about your orientation date. After completing orientation, you will go through an onboarding process specific to your role to help you navigate through your employment at Bethany and succeed in your role. This may include buddy shifts, mentoring, site tours, checklists and more.

## Interview Preparation Tips

Congratulations! You've made it through the initial screening portion of Bethany's recruitment process and have been invited for a face-to-face interview.

Interviews can be stressful, regardless of how many times you have done them. You always meet new people, have to sell yourself and your skills, and are asked questions about what you know (or don't know). That said, there are ways to make a job interview much less stressful and help you be more successful.

### Come Prepared

It's extremely important to come prepared for your interview. This includes researching Bethany, practicing your responses, reflecting on your past experience, preparing questions to ask your interviewers, and bringing along supplemental materials (copies of your certificate / degree / diploma, professional licenses, etc.). Review our website to remind yourself of how Bethany spoke to you, and why you want to work with us.

*Information on Bethany's Mission, Vision and Values can be found [here](#).*

*Information on Bethany's Standards for Service Excellence can be found [here](#).*

*Information about what it's like to work at Bethany can be found [here](#).*

*Bethany's Instagram Page "People of Bethany" can be found [here](#).*

### Stay Calm

Although interviews can be uncomfortable, help yourself remain calm by ensuring you get a good night's sleep and eating a healthy breakfast. Give yourself plenty of time to find parking, locate the exact location within the building and deal with any potential traffic concerns. Ensure you bring along contact information for the individual who scheduled your interview to notify them in case of unforeseen delays in your arrival.

### Be Professional

Be aware of the environment you are interviewing in and choose your outfit accordingly. Be warm and personable, offer a firm handshake and speak clearly.

### Be Yourself

Bethany's mission is "Creating Caring Communities", and part of the purpose of the interview is to assess if you are a good fit for our community. Don't be afraid to express your enthusiasm for the opportunity and show us your personality.

### Ask for Help

Bethany's HR Team is here to support you in your application and throughout your journey as a potential Bethany employee. If you have questions about how to prepare for an interview, let us know!

During the interview, if you don't understand a question or need more information in order to formulate your response – just ask! You are not penalized for asking for clarification.

### Types of Interview Questions

#### General

The interview process often starts with some general or “housekeeping” type questions that allow our hiring team to get to know you. Examples of these questions include:

1. Can you tell us about yourself?
2. What do you know about Bethany?
3. What do you consider your greatest strengths?

#### Behavioural Based Questions

These types of questions are designed to help interviewers assess how you will perform in a new job based on your past experiences. Answer these questions with a specific example of a situation that occurred in the past and how you were involved in the action and result. You can learn more about our mission of Creating Caring Communities and our commitment to Service Excellence by reviewing our Standards for Service Excellence [here](#). Examples include:

1. Tell us about a time when your work was criticized.
2. Can you tell us about a goal you set and how you achieved it?

#### Skill Based Questions

These questions deal with specific professional knowledge or test skills that are required to be successful in the role. This may be done through traditional verbal questioning, or work samples, or written assessments. Take your time and plan out your response to demonstrate competence, skill and experience when answering. Examples include:

1. What steps would you take if a resident went into cardiac arrest?
2. Do you have experience using JavaScript, C##, HTML?
3. Have you managed a team before?

#### Values Based Questions

Values based questions help hiring managers determine whether you are a fit for their team, but also can help you decide whether your personal values align with the values of our organization. You can learn more about Bethany's values – We Care, We Show Respect, We are Responsible – and see how they fit into your personal goals and experiences [here](#).

Examples include:

1. Tell us about a time when you witnessed something you would consider unethical. What did you do?
2. Tell us about a time when you had to work under pressure and handle competing priorities. What was the outcome?