Sanford Career Fargo Region FAQ

- **Where do I get my username/password?**
- Your username and password are created by you at the beginning of the application process. There are two locations where you can start-either on the Job Description of the job you are interested in, or click on the link to the left "Create Your Profile". Starting from either screen, enter your desired username and password under New Applicants. Once you have entered this information, you will be taken to our online application.

- **I forgot my password.**
- Starting at the "My Jobs" screen, enter your e-mail address under "Forgot your username or password?" An e-mail with password information will be sent to this address. If you do not receive a message stating an e-mail has been sent, your username maybe more than three years old or your e-mail address may have been entered incorrectly. In the event that this occurs, please create a new username and password and complete a new application. Human Resources is not able to retrieve lost usernames, passwords, or e-mails.

- **I don't have a resume, is that a problem?**
- No, it's not a problem. However, we encourage you to create a resume to give you the opportunity to tell us more about you and your individual talents and experience.

- **Can you mail me an application?**
- We no longer accept paper applications. Please apply using our website: www.careers.sanfordhealth.org

- **Do I have to reenter my application every time I apply for a job?**
- No. As long as you remember your username and password, your application can be edited and submitted to new job openings. All applications submitted after August 2, 2011 will need to be reviewed and signed off on indicating that all information is updated and accurate. You will also be able to upload a current cover letter and resume.

- **Can I receive notification when a specific job opens up?**
- Yes. Use our Job Agent to receive e-mail notifications when a specific type of job is opened. You can find our Job Agent at www.careers.sanfordhealth.org Once you have found a position you are interested in, click on the name of the position. This will bring you to the Job Description.

- **When does the position close?**
- Close dates are listed in the far right column of position listings, as well as in the first paragraph of the job description. If no closing date appears, it has not yet been determined for this position.

- **What are the minimum requirements for employment at Sanford?**
- Sanford Health requires all employees be at least 18 years of age and some positions require a minimum of a high school diploma or equivalent. Please see job description for specific information of each position.

- **I am looking for employment at a regional location (Bemidji, Detroit Lakes)** how can I tell if there are any open positions at this location?
- Under Location, positions at regional Sanford sites will be listed as Bemidji, Detroit Lakes, Wahpeton, etc… If a position indicates a floor, such as Med/Surg, 3S, the position is based in Fargo/Moorhead.

- **When will you call me for an interview?**
- If you are selected for an interview, an employment representative will contact you to schedule an interview.

- **Did you receive my application?**
- Once your application is received, an e-mail is generated confirming the application. If you do not receive this message, please check to make sure your e-mail address is correct. Then re-submit your application.

- **What do you look at when you conduct background checks?**
- Our background screening includes a criminal, sex offender registry, and social security search. Positions that require driving will also include a driving record search.