

# Atlanta Medical Center

## Application Process & Common Question

1. Please view jobs online at [www.atlantamedcenter.com](http://www.atlantamedcenter.com) and then complete the online application for those positions you are interested in. Please make a note of your username and password for future reference in case you wish to apply for a Tenet job in the future
2. All applications are reviewed and then we will contact only those applicants that we wish to schedule for an interview.
3. Selected applicants will come in for an interview. This could be anywhere from 1 to 3 interviews depending upon the positions and department. If you are selected for an interview, please come prepared to meet with several AMC Representatives. Some interviews are one on one and some interviews are group interviews. Also, some departments use peer interviews. Please bring a copy of your CPR card and any pertinent licenses to an interview.
4. If you are selected to join the AMC team, your recruiter will contact you in regards to the offer.
5. After you have formally accepted the offer, your recruiter will schedule a time for you to attend orientation as well as an appointment time for your pre-employment processing.

## Questions

1. How do I know if my application was received?
  - a. After submitting the last page of the application, you will receive a note that says Thank You for applying. This note verifies that we've received your application.
2. I don't remember my user name or password. What do I do?
  - a. You have 2 options:
    - i. Click on the forgot my password in the intranet and follow that process or
    - ii. Create a new user using a different email address
3. The application is providing me with an error and I can't get to the next page.
  - a. At the very top of the screen, the system will tell you exactly what you need to do in order to complete that page of the application. Follow these instructions in order to get to the next page.
4. I am unable to view the listings – the site seems to be down.
  - a. If the site seems to be down (which does happen occasionally for maintenance), then please try again later. If you are experiencing ongoing issues completing the application over several days, then you may fax your resume to us at 404-265-3991. Please note that the processing time for faxed resumes is significantly longer than online applications. In order to verify that your fax went through, you may obtain a facsimile transmittal confirmation from your fax machine.
5. How long does the process take?
  - a. We do not have “ending dates” for our positions. The positions will stay open until they are filled. It is more important to us to hire the right person than to fill the position quickly. Sometimes the process can be fast, at other times it may be an extended process. Generally speaking it takes at least 2-3 weeks before you can expect to hear anything back.
6. I applied for the position a while ago and it is still posted, is the position still open?
  - a. The positions posted online are still open. Once the position has been filled, then we will remove the posting from the internet.
7. I have questions regarding the position. Who can I call to have my questions answered?
  - a. The information that we have in HR is posted online. If you are selected for an interview, please come with a list of all your questions and you will be able to ask these questions during

the interview process. Due to the volume of applications, we are unable to accept / return calls regarding additional information / applicant status.

8. How many positions can I apply for at 1 time?
  - a. You can apply for an unlimited number of positions at 1 time.
9. Can I come to HR to complete an application?
  - a. You may come to HR to complete an application from 7:30 – 3:30. Due to limited space, applicants are strongly encouraged to use their home computers to apply on line. The process is the exact same regardless if you complete the application at home or onsite.
10. Are any positions contracted out at AMC?
  - a. Yes, and applicants would need to contact those companies directly in order to apply:

Admissions positions: Conifer: [www.coniferhealth.com](http://www.coniferhealth.com)

Phone: 877-266-4337

Housekeeping positions: HHS: [www.hhs1.com](http://www.hhs1.com)

Phone: 800-229-2028

Food Service: Morrison: [www.iammorrison.com](http://www.iammorrison.com)

Phone: 404-845-3330

Security: Allied Barton: [www.alliedbarton.com](http://www.alliedbarton.com)

Phone: 888-239-1104