

Frequently Asked Questions regarding PEP screening

Will testing be required and, if so, what kind?

Depending on the type of work you're seeking at UMHS, testing may be a requirement. Administrative Assistant positions require proficiency with Word and Excel, Proofreading and Typing. Clinic support positions (Patient Services Assistant, Clerk, etc.) require data-entry testing. Pharmacy Technician positions require data-entry and math. Service/Maintenance positions, (Custodian, Patient Transporter, Food Service Worker, etc.) will require an inspection/attention to detail test. Each test has a practice portion designed to help you become familiar with the format before you test.

What happens if I don't pass testing?

You will be eligible to retest in 30 days.

What happens to my screening results once I'm done?

Your PEP screening materials are valid for a three year period. These materials are provided to hiring managers/supervisors to aid in the applicant interviewing/selection process.

I've applied for positions...what's next?

Your information has been sent electronically to the individuals in charge of the interviewing process. If interested, a department representative will initiate direct contact with you. For this reason, be sure that your E-mail account and voice mail are functioning properly. If not, it could affect your chances for employment.

Do you have any interviewing tips?

Absolutely! Here are five very basic, but important, tips to keep in mind:

1. Arrive 10-15 minutes early.
2. Bring along extra copies of your resume.
3. Dress appropriately for a professional interview.
4. UMHS has a no fragrance policy, resist the urge to wear perfume or cologne.
5. Smile, maintain eye contact and avoid fidgeting or hand gesturing.