MUHC Employment Process

- Applications are accepted for open positions until (1) we receive enough applications from which to interview and determine a final candidate or (2) a final candidate is selected and accepts the offer. Once this occurs, the posting will be removed from the website.
- You will receive an e-mail notification once your application has been successfully submitted. Notification of important activity regarding your application, status, job posting notification matches, etc. will be sent to your email. If you are not receiving notification emails from University of Missouri Health Care Human Resources, we recommend checking your spam or junk folders (or other email filter) as emails may sometimes skip your inbox.
- Once your application has been submitted, a representative from Human Resources will review your submission to determine if you meet the minimum required qualifications for the position.
- Candidates who meet the minimum qualifications will then be reviewed and ranked based on their qualifications and work experience. The most qualified candidates will be asked to complete an online questionnaire as part of the selection process.
- University of Missouri Health Care does NOT release the status of an application. In order to check your application’s status, log on to your account and click the “My Jobpage” tab at the top of the page. You will be able to review the positions for which you have applied and the status.
- If selected for an interview, a member of University of Missouri Health Care will contact you by telephone. Please be sure that the contact numbers listed on your application are current and have a voice mail option established. We will try a maximum of three (3) calls to schedule interviews.
- University of Missouri Health Care utilizes several types of interviews including:
  1. Phone-based interviews: These are brief telephone interviews to determine a candidate’s qualifications and experience beyond the application.
  2. Preliminary interviews: These are in-person interviews with a recruiter from Human Resources.
  3. Departmental interviews: These are in-person interviews with the hiring department.
- Pre-employment checks including (but not limited to) criminal background and references will be conducted on the final candidates. These must come back satisfactory in order to proceed to the next step.
- Once the final candidate is identified, a member of Human Resources will contact the candidate to make a formal offer. Upon acceptance, the candidate will be required to complete a substance abuse test (including nicotine usage) and will be scheduled for a pre-employment health screen along with new hire paperwork.
- A positive substance screen will result in the offer being rescinded.
- Some positions require a post-offer employment test (POET) to ensure the candidate meets the physical demands of the position.
- All new employees to University of Missouri Health Care will be required to attend a New Staff Orientation which is your first day of employment. Orientation is typically scheduled every two weeks and usually held on a Monday beginning at 8:00 AM. Depending on your position, you may have additional orientation days that will be relayed to you during your first day of orientation.