

Interested in joining the OHSU Foundation? Here's what you can expect from our recruitment process.

### **APPLY**

We think cover letters are outdated! We also know that providing a thorough response to a question is sometimes easier in writing than it is in an interview. So, in lieu of a cover letter we ask candidates to respond to a few short answer questions that help us learn a little more about your experience, interest in the Foundation, and commitment to diversity, equity and inclusion. *Note: depending on the position, some postings will still ask for a cover letter.*

### **REVIEW & SCREEN**

All requisitions will have a priority application deadline; we encourage you to submit your materials before that deadline in order to guarantee consideration.

Candidates invited to move forward will first complete a phone interview with a Foundation recruiter and/or the hiring manager. This is an opportunity for you to learn more about the specifics of the role, and for us to learn more about your background as it applies to the needs of the position.

### **SHOWCASE YOUR SKILLS**

We recognize that traditional interviews can be stressful, and aren't always the greatest predictor of future performance. For that reason, the Foundation has made an effort to diversify the ways in which we gather information about candidates' skills and experience. Many of our recruitments include some sort of position-specific exercise (for example, a short answer response to a specific prompt) that is designed to help us see your skills in action in what we hope is a more comfortable and productive format. *In some cases exercises may take place prior to the initial screening call.*

### **INTERVIEW**

Our process culminates in a final interview with the hiring manager and potential peers. Final interviews typically consist of skills-based, behavioral, and situational interview questions. Because equity and inclusion are important to us, all of our interview teams receive guidance on mitigating bias in the interview process prior to participating in an interview.

Please note: the Foundation aims for equity over efficiency in our searches, and is committed engaging in a thorough, thoughtful, and structured feedback process. This means that our interview and debrief timeline may be longer than what you see elsewhere. We know that waiting for follow-up can be incredibly difficult, so we will do our best to provide updates as frequently as possible.

### **REFERENCE CHECK & OFFER**

After the final-round interview the finalist(s) will be asked to provide 2-3 references. As long as the reference checks go as expected, the finalist will receive an offer to join the team!

### **WHAT WE LOOK FOR**

The OHSU Foundation is committed to a holistic interview process that takes into account candidates' experience, skills, personal traits, and values. We are especially interested in candidates' aptitude for the job requirements and position competencies (listed in the job description). Please pay special attention to these pieces when preparing for an interview.

One of the ways that we get a window into candidates is through the short-answer application questions, so we take that part of the process seriously. Please use these questions as an opportunity to tell us more about who you are, why you're interested in the position, and what has drawn you to the work and mission of the OHSU Foundation.



Finally, we want to emphasize that **there is no such thing as the perfect candidate**. Do not be discouraged if you don't meet every single position requirement, but do use your application to let us know what excites you about the role and what transferrable skills or other qualities you would bring to the table!

Keep in mind that the OHSU Foundation receives a high volume of applicants for each role, so if you are not selected for a position we strongly encourage you to keep an eye on our careers page. The first thing we do when opening a new position is look for qualified candidates from other recruitments!