



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We think cover letters are outdated!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 typically 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 be asked to do one of two things:

1. For many roles, candidates will first complete a position-specific exercise (for example, a short answer response to a specific prompt). We recognize that traditional interviews can be stressful, and aren't always the greatest predictor of future performance. For that reason, we have made an effort to diversify the ways in which we gather information about candidates' skills and experience. The position-specific exercise is designed to help us see your skills in action in what we hope is a more comfortable and controlled format.

OR

2. Complete a 15-30 minute phone screen with a Foundation recruiter. This is an opportunity for you to learn more about the specifics of the role and for us to learn more about your background.

### **PHONE INTERVIEW**

Candidates moving forward from the screening stage will then be invited to complete a phone interview with the hiring manager. During this conversation the hiring manager will provide more detail about the position, and will ask a few questions focused on the position requirements and responsibilities.

### **FINAL 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 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 (as listed in the job description). Please pay special attention to these pieces when preparing for an interview.

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! We pay special attention to the application questions, so we encourage you to be attentive to that part of the process.

Please 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!