



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

APPLY

Every applicant should submit a resume and cover letter, as well as a response to our diversity equity, and inclusion prompt (which is completed as part of the online application). Our team reviews every application personally, and no matter what every candidate can expect to hear from our team.

REVIEW AND ASSESS

Resumes will be reviewed on a rolling basis, as they are received. Applicants whose experience is in line with the needs of the role will be asked to complete an online assessment called the [Employee Personality Profile](#), which helps us get a sense for work-related traits like patience, stress-tolerance, and cooperativeness.

Please keep in mind that there is no right or wrong way to complete the assessment – it is just one just one of the tools that the OHSU Foundation uses to learn more about our candidates.

INTERVIEW

Candidates selected to move forward after the assessment stage will complete a phone interview with a foundation recruiter. In most cases, candidates will then be asked to complete a hands-on exercise that is connected to the job responsibilities. This step helps us assess candidates' skills in action, and may happen prior to or in tandem with the final-round 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, our interviews are designed to be as structured as possible, and our interview teams receive training on mitigating bias in the interview process.

All candidates who go through an interview will be invited to complete an anonymous candidate feedback survey to help us gauge the effectiveness of our interview process.

REFERENCE CHECK AND OFFER

The candidate selected to move forward after the final-round interview 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!

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!

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 our core competencies - accountability, collaboration, communication,



drive for success, job knowledge and skills, judgment, and leading others (for manager candidates) – so be prepared to respond to questions regarding those specific skills.

One of the ways that we get a window into candidates is through the cover letter, so we take that part of the process seriously. Please use your cover letter 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!