Legacy Health Versant RN Residency Program Application Process FAQ's

1. **Do I qualify for the Legacy Versant Nurse Resident Program?**
To qualify for the Legacy Health Versant Nurse Residency Program you must:

- Have graduated from an accredited school of nursing and have an active RN license, or be eligible to take the NCLEX exam to receive your RN license two weeks prior to the program start date.
- Have a minimum **3.25 cumulative** GPA from the school where you completed your nursing degree.
- Have less than 12 months of RN experience by the application deadline.
- Have a current BLS CPR card by the start date of the program.

2. **Do I need to have my RN license when I apply for the program?**
No, it is not necessary to have your RN license during the application process. However you will need to have the applicable state RN license at a minimum of two weeks prior to the program start date. Please keep in mind that Legacy Health is a six hospital system with facilities in both Oregon and Washington and that you will need to have the appropriate RN license for the state in which you will be working.
(Please be aware that the process to obtain an RN license can take 6-8 weeks, it is recommended that you begin the process when you apply for a Residency position)

3. **If I applied for the last round of the Residency program do I need to submit all of my application materials again?**
Yes, you will need to submit all of the required materials each round you apply to the program. Please note this is a change from previous rounds. All materials will need to be resubmitted by the application deadline including transcripts.

4. **How do I complete the reference check process?**
References for the RN Residency program will now be completed utilizing an online system and will be gathered after the application deadline. Within a week after submitting your online application you will receive an email with instructions on how to complete the reference check process. If you submitted references using our online system previously you will not be contacted to submit references again.

Please monitor your email for a notification from "Legacy Health Recruiting - {donotreply@skillsurvey.com}" on how to get the process started. This email will be sent within 1 week after you submit your online application. You will want to monitor your junk mail folder to ensure you receive this email.

We request that you use the work history you provided in your application as a guide for selecting references. Please enter at least 4 references, 2 of which must be current or past managers/supervisors (charge/lead) and 2 should be colleagues. If you are a recent graduate; teachers, professors, instructors and preceptors may qualify as manager references and classmates can be used as colleagues. Please do not use family members or friends as references.

Please contact your references to let them know they will need to watch for the web link via email. You will also want to make sure you have an accurate email address for each of your references. We encourage you to login and view the link daily so you'll know if your references have completed the report. If not, please contact them to remind them to complete the process.

5. **What materials are required for the application process?**
The materials for the application process typically include the following: an online application, personal statement (essay), resume, official transcripts and references completed by clinical instructors or healthcare related managers as applicable. The complete list of required materials along with instructions will be posted when the recruitment period for the residency program is open. Please continue to check back to the main RN Residency web page for updates on upcoming programs.

6. **The application process indicates that I must upload my resume and the personal statement when I submit my online application, where do I do this?**
After you submit your online application, you will be prompted to upload your resume and personal statement– simply click the browse button next to the document you would like to upload find the document on your computer and upload.

7. **What if I didn't submit the resume and/or personal statement at the same time I submitted my resume?**
You can still submit the required documents at any point prior to the application deadline. Simply log back into your profile in our TAP system where you completed your application and click on the "application status" tab at the top of the screen. Here you will see a list of all the positions you have submitted an application for. Look for your application for the RN Residency Program, in the far right had column titled required documents received, you will see the words "documents required" listed in blue. Click on this link to upload your resume and/or personal statement. Please note that you must submit these documents prior to the application deadline.

8. **What if I can't get my official transcripts because I'm not graduating until after the application deadline?**
If you are graduating from school after the application deadline you will need to submit unofficial transcripts as part of the application process, official transcripts will be required as soon as they are available from your school. It is your responsibility to send a copy of your complete official transcripts as soon as possible in order to remain eligible for the program. Please keep in mind you are required to submit a transcript by the application deadline. **We will no longer keep transcripts on file, if you've applied to a previous round of the Residency program you will need to submit a new official transcript.** Transcripts should be mailed or hand delivered to: Legacy Employment Services, Attn: RN Residency Program. 1120 NW 20th Ave. Suite 111 Portland, OR 97209. Hours: 7:30a – 2:00pm Monday – Friday. Closed from 12:00p – 1:00p for lunch.

9. **The information on the application process says I will need to sign a participation agreement but I can't find it in the required documents.**
The participation agreement will be signed only by the applicants accepted into the residency program. At the time you are extended an offer you will be required to sign the agreement and consent to the stipulations indicated therein.

10. **What does the agreement form include and when will I get a copy?**
The complete agreement form will be provided for you to review and sign at the time of your onboarding appointment. This occurs after you are extended an offer of employment and prior to beginning the program. Specifically, by signing the agreement form, applicants accepted into the RN Residency program will commit to working on the Legacy Health unit of hire for a period of 24 months after completion of the 18 week Residency Program. Failure to comply with the stipulations of the agreement will result in a financial penalty equal to the cost assumed by Legacy for your participation in the program.

11. **What happens after I submit my application?**
Once the recruitment period for the Residency program has ended all application materials are carefully reviewed for completeness and eligibility requirements. If you have completed all required documents, meet the minimum eligibility requirements and submitted your references you will be invited to participate in the pre-screen interview process. The entire process from the time you submit your application to start date of the program lasts approximately 4-5 months.

12. **What is the pre-screen interview process and when does this occur?**
The pre-screen interview process is a short (10-15 minute) in person interview with a member of the Legacy Nursing Leadership team. This year's interviews will be taking place on **Friday, June 14, 2013.**

- Pre-screen interviews will now be scheduled electronically. If you have completed all of the required documents and meet the minimum eligibility requirements you will be contacted via email and provided instructions on how to register for your in person pre-screen interview. **Please do not contact us about scheduling your pre-screen interview as we will email you directly with instructions.**

- Emails are sent to the email address you provide at the time of application to the Residency Program, if your email has changed please make sure to update your profile in our TAP system. You can double check your email address by logging into your profile here: https://legacyhealth.igreentree.com/css_External/CSSPage_Welcome.asp

13. **What if I live out of state and am unable to attend the pre-screen interview in person?**
Applicants who reside 100 miles or more from the greater Portland area will be eligible to participate in a pre-screen interview via phone. Instructions on the scheduling of phone interviews will be provided along with the email sent to those applicants who have been selected to interview. *** Please note that if you live within 100 miles of the Portland area you will be required to attend the in person pre-screen interviews on June 14, 2013 there are no exceptions to this requirement.**

14. **What happens after the pre-screen interview?**
After pre-screen interviews have been completed managers meet to thoroughly review the application materials for each applicant. Managers then select the candidates they are interested in meeting with for a final interview.

15. **When are the final interviews?**
Final interviews will be conducted in late June, July and early August 2013. Exact dates depend on the availability of our hiring managers. If you are selected for a final interview you will be contacted directly by a representative of the hiring manager.

16. **If I live out of state can I do the final interview over the phone?**
No, Legacy requires an in person interview in order to make a hiring decision, if you are selected for a final interview and live out of state you will need to arrange travel at your own expense to participate in the interview process.

17. **When do I hear if I've been selected to participate in the program?**
Offers of employment are typically made 3-4 weeks prior to the program start date.

18. **If I'm not selected for the program will I be contacted?**
Yes you will be contacted even if you are not selected for the program, typically this communication happens 3-4 weeks prior to the start date of the program.

Due to the large number of applicants we are unable to provide information on the receipt or status of your application packet.