HUMAN RESOURCES
FREQUENTLY ASKED QUESTIONS

1. What does the hiring process consist of?

The first step would be online application submission via the CalOpps website. Those candidates who are found to meet the minimum qualifications and are among the most highly qualified, will be scheduled for an interview. There are typically two interviews for successful candidates during the recruitment process. The candidate selected for the position will be contacted for references and provided all references clear, will receive a formal conditional offer of employment. Once the conditional offer of employment is accepted, the candidate will proceed with completing a pre-employment physical and LiveScan (background check and fingerprinting). It may take approximately 10-15 days (or less) to complete the LiveScan and get results back.

2. When will I will receive notification regarding the status of my application?

You will receive an auto response email upon successfully submission of your application. The auto response will provide you with information regarding the application review process and response time.

If selected for an interview, you will be sent an email to schedule a date and time for the interview. If you do not meet the minimum qualifications and are not accepted for an interview, you will receive email stating such. Hence, all applicants will receive an email regarding the outcome of their application.

3. How do I submit my cover letter and resume?

When applying for Tri-City position through the CalOpps website, you will be given the opportunity towards the end of the application to upload additional documents. At that time, you may attach one document by clicking the Heading "Upload Resume." Please note: The system only allows one document to be attached, so you will need to combine your cover letter and resume as one document.

4. Can I submit Letters of Recommendation?

No. Please do not submit letters of recommendation with your application. If we require a letter of recommendation, the request will be outlined in the job bulletin or we will contact the applicant directly.

5. Does this position require written examinations?

Currently, Tri-City positions do not require written examinations. However, this is subject to change based on recruiting needs. The recruitment process will be detailed in the job bulletin.

6. Do all Tri-City positions require bilingual abilities?

No, it depends on the position and the needs of the department. Positions that are required bilingual abilities are referenced as such in the job bulletin. Please review the qualifications section of the job bulletin to determine if bilingual abilities are required.

7. This position says bi-lingual required, but I am not comfortable providing services bilingually should I still apply?

Positions that require bilingual abilities also require the incumbent to perform bilingual duties as a condition of their employment and an essential function of their job. If you are not comfortable performing bilingual duties, please refrain from applying for bilingual designated positions.

8. Do my references have to be all professional?

We would prefer professional. However, you may submit personal references as well.

9. What are the hours of operation?

The hours of operation varies depending on the department. Please visit our main page at www.tricitymhs.org for information on the hours of operation for Department locations.

10. After the Interview, when will I hear something back?

Generally, all applicants receive a response within 10 business days.

11. How do I withdraw my application?

If you would like to withdraw your application, please email your request to the Human Resources Department at hr-team@tricitymhs.org.

12. I do not have my clinical associate license yet, but the position says it is required. Should I still apply for the position?

Tri-City only accepts applications from applicants who meet the minimum qualifications. Unfortunately, those who do not meet the minimum qualifications will have their application rejected.