

FAQs

Applying for positions

Southern Ohio
Medical Center

Very Good things are happening here

Can I pick up a paper application?

No, SOMC is environmentally friendly and our entire application process is paperless. Log on to www.somc.org for current job openings.

What if I don't have access to a computer or the Internet?

You can apply from a computer at your local library, use a friend or families' computer or use computers available in our Human Resources office lobby, Monday through Friday, 8-4:30 in the Waller building on the Main Campus, 1805 27th Street, Portsmouth.

What if I don't see a job opening I'm looking for?

All of our open positions are posted online. If you don't see one you are looking for, we post any new positions each Wednesday -so keep watching the website. You can also register for the job agent online, to send push notifications to your email about positions you are interested in. We do not accept general applications.

How do I know if my application was received?

You will receive a message on the screen after you submit the application that verifies your information has been submitted.

How long will it be before I hear something back?

Every job is different but recruiters review applications on a daily basis. If you are selected to go further in the process, you will receive a telephone call. Not all applicants are contacted. As long as the position still appears on the website, we are still in the process of trying to fill it. You will be notified through email if the position has been filled and it will be removed from the website.

How do I check the status of my application?

To check the status of an existing application, from our website, click on "Log In Now". After logging in you can check your application history. Also, as long as the position still appears on the website, we are still in the process of trying to fill it.

Where can I send a resume and/or will you keep it on file?

There is a section on the application that you can upload a resume if you choose to do so, however, it is not required. The information we are looking for is in the application. Remember we are paperless, so there is no need to send one.

Can I submit a general application or resume without applying to a specific job?

No, in order to be considered for employment, you will need to complete an application for a specific job. We do not accept general applications.

Can I apply to more than one position?

Yes, we do encourage you to apply to as many positions that you are interested in/qualified for. You do not have to fill out the entire application again, after the first time there will be an option to copy your saved information. You will need to review and verify that the information is still current and update if needed.

What if I don't remember my password?

There is a "Forgot User Name or Password" link to help you with this and remember this is case sensitive.

How much information should I include on my application?

Be as accurate as possible and completely fill out the requested information on any areas that apply, failure to complete the application or falsifying information may result in withdrawal of job consideration/offering. You are only requested to provide the last 5 years work history.

Do I need to reapply after a job has been filled?

Yes, we have so many applications, it is not possible to assume you want to be considered for like, or other similar positions. You need to reapply to every position you want to be considered for.

What if I am already a current employee?

Current employees need to be eligible by the criteria outlined in the Personnel Policy HR-02.9 and be sure to click on "Current employees click here to apply online" for each specific job listing.

Helpful Suggestions:

Remember and save your Username and Password.

Be sure to completely fill out the application to the best of your ability.

Review your work for accuracy/readability.