

INTERNAL RECRUITMENT PROGRAM

1 How to apply online: hub.ahss.org

Go to The HUB >  Click on My Career >  Click on Jobs at AdventHealth >



2 Can I filter jobs by specialty?

Yes, on the left-hand side of the screen, look for Job Field.

3 Can I filter jobs by facility?

Yes, on the left-hand side of the screen, look for Location.

4 Will I need to complete a health screening?

If you change facilities, then the new facility will receive and review your current records to ensure everything is up to date. Depending on your new role, an additional health requirement may be required. Your Recruiter or Pre-boarding Specialist will let you know if a health assessment is necessary.

5 Will I need to attend orientation again?

Every facility has their own orientation requirements. If you are changing facilities, then you will likely be asked to complete the new facility orientation. Attending new facility orientation will ensure you make a smooth transition to the facility by meeting new leaders and understanding any facility-specific policies. The HR Business Partner will help assess what orientation is needed with your new hiring manager.

6 When can I start?

Your start date must occur at the beginning of a pay period, and your current manager and new manager will agree upon a transfer date. Refer to the Company Policy [CW HR 240](#), which says, "If selected for the transfer opportunity, the employee shall work out a notice period in his/her current position. The notice period shall be a period mutually agreed upon between the current manager and new manager. In most cases it will be a maximum of four weeks, with special circumstances facilitated by Human Resources. More time may regularly be required for hard-to-fill positions and positions director level and above."

7 Would past write-ups affect the decision-making process?

Yes, per Company Policy, in order to be considered for a position, team members cannot have any write-ups within the last 12 months.

8 Am I allowed to interview with the new hiring manager without telling my current manager?

Company Policy CW HR 240, states, "Prior to formally applying and interviewing for the position, the employee must inform his/her current manager. All applications for positions must be made on the company's applicant tracking system. If requesting a transfer to two or more positions, employees must complete a separate request for each position."

9 Will I get a pay increase?

All questions on pay will be discussed during the phone interview or at the time an offer is made.

10 How long do I need to be in my current position before I can transfer?

Team members must be in their current position six months before being eligible for transfer.