

Job Search Guide

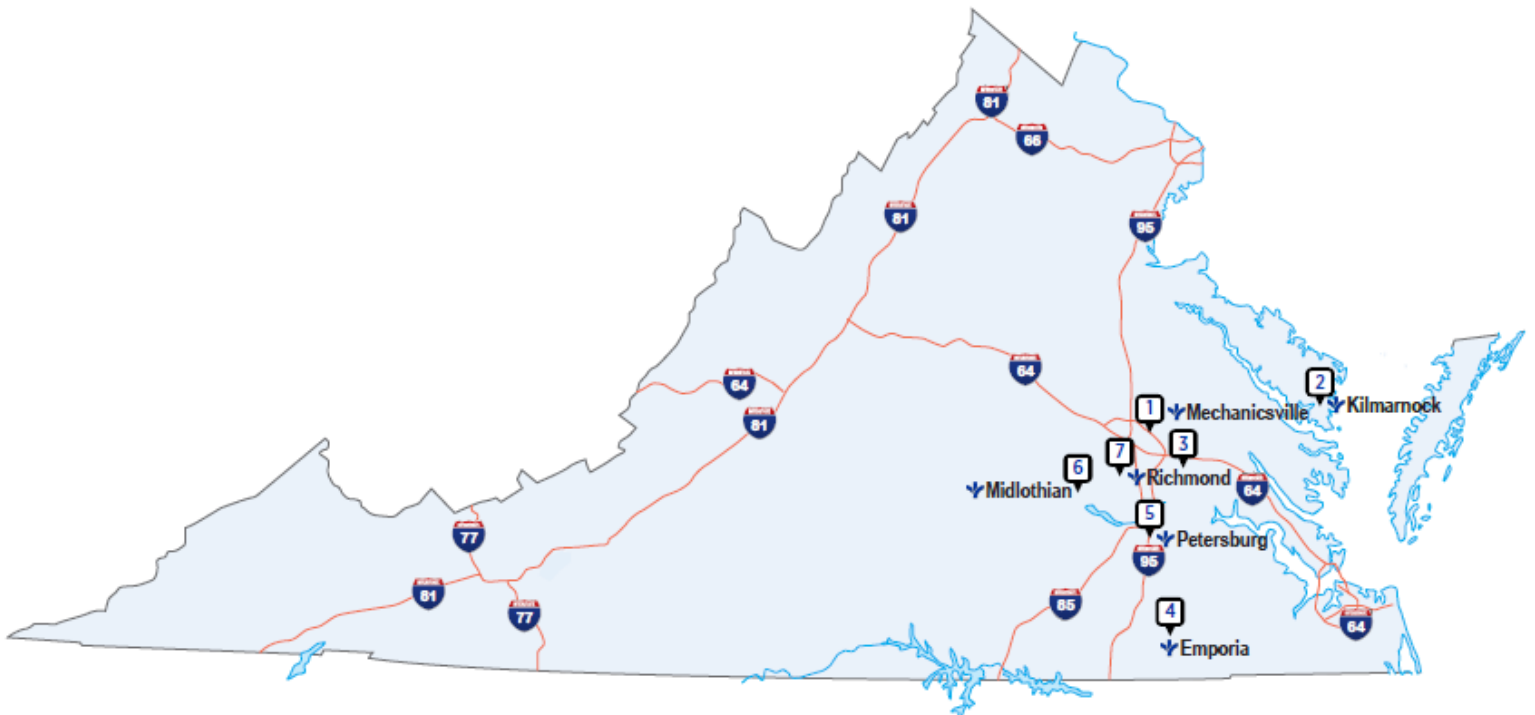
Student Jobs with Bon Secours

Before you begin:

Think about where you live and which hospitals are most convenient. Most students work at a location convenient to their home.



BON SECOURS MERCY HEALTH RICHMOND AREA HOSPITALS



1 Memorial Regional Medical Center

8260 Atlee Road | Mechanicsville, VA 23116

2 Rappahannock General Hospital

101 Harris Road | Kilmarnock, VA 22482

3 Richmond Community Hospital

1500 N 28th Street | Richmond, VA 23223

4 Southern Virginia Regional Medical Center

727 N Main Street | Emporia, VA 23847

5 Southside Regional Medical Center

200 Medical Park Blvd | Petersburg, VA 23805

6 St. Francis Medical Center (off Rt. 288)

13700 St. Francis Blvd | Midlothian, VA 23114

7 St. Mary's Hospital

5801 Bremo Road | Richmond, VA 23226

Getting Started:

Make sure you have a professional voice mail message and check it frequently to make sure it isn't full. A call from a hiring recruiter could come from most any area code.

Check email regularly as well; some recruiters first contact you by email.

Create a simple resume. See the last page of this handout for an example.

There is a lot of competition for all jobs so students may need to apply to multiple jobs in order to increase their chances for an interview. Only apply to jobs for which you are qualified.

VISIT CAREERS.BONSECOURS.COM

WHICH JOBS DO YOU QUALIFY FOR?

Possible student jobs include the following.
Before applying, read the requirements carefully to be sure you meet the qualifications:

- Care Companion
- Patient Care Tech (after the first clinical semester or, for MSN students, after the 2nd term.
- Monitor Tech
- Unit Secretary
- Teacher Assistant (in our Family Centers)
- Lab Tech Assistant
- Rehab Tech
- Registrar (register patients)
- Or other jobs based on your experience. Visit careers.bonsecours.com often to view open jobs.

Jobs that require a license:

- Patient Care Tech - CNA License
- LPN - LPN License
- CMA - Medical Assistant License
- ER Tech or EMT - EMT License
- Pharmacy Tech - Pharm Tech License



JOBS WITH A PRN STATUS ARE STRONGLY RECOMMENDED FOR STUDENTS. PRN SHOULD APPEAR IN THE JOB TITLE.

Most managers will allow you to work more hours when they have a need. Many units allow you to self-schedule your hours after you are trained.

If you work on a nursing floor, you will need to work a 12-hour shift over a weekend as part of your schedule. Holidays will also be required. Ask about these requirements in your job interview.

PRN = 36 HOURS EVERY 6 WEEKS AT A MINIMUM.

PART-TIME = UP TO 31 HOURS EACH WEEK.

FULL-TIME = 32-40 HOURS WEEKLY.

CREATE A RESUME

A resume is a brief, 1-2 page summary of your education and accomplishments. If you have worked or volunteered before, it's time to create one!

Check out the sample resume on the next page. Or find a free template online (examples: Microsoft Word, Google or Canva.)

You can include babysitting, club participation, sports, volunteer experiences, and paid jobs.

APPLY TO JOBS

If you qualify for the job, click on it and complete the entire application. If you have a resume, simply attach it to the application as a PDF document. Be sure you include **THIS** college on your resume!

Apply

If you get an email that says you will not be advancing in the hiring process, it is likely due to a high volume of applications. Don't be discouraged...just continue to apply.

Persevere

After applying, notify career services that you have applied. A short email will be fine. That way, they can alert the recruiters that you are our student! See the contact names at the end of this page.

Follow Up

GET READY TO INTERVIEW

- Arrive 10 min. early.
- Allow time to park & locate your interviewer.
- Bring your resume.
- Be ready to describe your strengths: are you a good team player/fast learner/good listener? Do you have strong attention to detail?
- Why are you interested?
- Do you have experience caring for patients, children, the elderly? Give details.

- Official job offers are made by the recruiter.
- It will include an hourly pay rate plus a starting date.
- Most jobs begin on a Monday and require a 1/2 day of on-line orientation. Other training will be required as well, so try to start your job over Spring, Winter or Summer break.

- Scheduling your work hours around school and other activities can be a challenge.
- It's important for all employees to arrive on time and be ready to provide care.
- Stay busy throughout your shift; offer to help wherever you are needed!
- Our patients will appreciate you!

Guild Tuition Benefits

- Students who work for the health system may apply for tuition benefits through our partner, Guild Education. This is a benefit of the health system for its workforce.
- The health system requires 2 commitments in order to receive tuition benefits: that students work at least a PRN schedule (36 hours every 6 weeks) throughout their program up until licensure --- and that they continue working for at least 18 months after licensure.

Remember - Its important to understand the schedule the job demands and work with your support system, family, neighbors, etc. to help you adhere to the workplace expectations. Jobs are year round. Most require nights and holidays!

If you already work for Bon Secours and are accepted to one of our nursing or imaging programs, you can apply for Guild tuition benefits at that point.

Career Services is Here to Help!

Bon Secours Memorial College of Nursing and St. Mary's Hospital School of Medical Imaging
Contact Allison_Peterson@bshsi.org, Room 215

Southside College of Health Sciences
Contact Mackenzie_Ryan@bshsi.org, Room 207

Career Services is available for drop ins. By phone. By email. By Teams virtual visits!