

<p>How do I complete an online application?</p>	<p>Please refer to the "How to Apply" quick reference sheet.</p>
<p>I can't get into my account?</p>	<p>If you haven't applied since February 1, 2018, a new profile must be completed. If you created a new profile after February 1, 2018 please select "forgot password" on the login screen.</p>
<p>How do I update my contact information?</p>	<p>Please log in to your online profile. Once logged in select the arrow on the top right hand side of the screen. From the drop down menu select "edit profile" to make necessary changes.</p>
<p>Do I need to submit a resume? How can I upload my resume to an existing application?</p>	<p>A resume isn't required in order to complete an online application. However, if you already submitted an application but would like to add your resume, please email your resume to iowahr@mercyhealth.com.</p>
<p>If I provide a resume, do I have to complete an online application?</p>	<p>Yes. In order to be considered for any position with Wheaton Iowa, an application must be submitted to the position.</p>
<p>Do I have to apply again if I already applied once before?</p>	<p>Yes. You must submit an application for each position you wish to be considered for. We also encourage you to apply for as many positions you're interested in.</p>
<p>I received a notification my application is incomplete, what do I do?</p>	<p>Click the link in the email, use your username and password to log in. Once logged in, you will be directed to the application status/submittal activity screen. Select the application that needs completed. If you are still having trouble please reference the "How to Apply" quick reference sheet.</p>
<p>How do I know if my application has been received?</p>	<p>Once an application is submitted you will receive an email confirmation. If you didn't receive an email confirmation, (1.) Please verify the email address you've provided is correct. (2.) Your application may not be complete. See question above for guidance on an incomplete application or question #5 of the "How to Apply" reference guide.</p>

<p>How long before I will hear back regarding my application?</p>	<p>Please allow at least 7-10 business days for your application to be reviewed. Once your application is reviewed you will receive an email update on your application status. You can also log into your online profile and check your application status as well. Please keep an eye out on your email, email will be the method used for all application updates.</p>
<p>Do I need prior nursing experience in order to apply for a Nursing/CNA position at Wheaton Iowa?</p>	<p>No. Prior nursing experience is not required. We welcome new RN graduates. We actually encourage new RN graduates to submit an application 2-3 months prior to graduation.</p>
<p>I don't have email addresses for my references?</p>	<p>We prefer an email address, if possible. If you don't have one this is a great opportunity to reach out to your references to get their most current contact information.</p>
<p>How do I apply for a Job Shadow at Wheaton Iowa?</p>	<p>Please call 319-272-7322. Leave your name and the department you're interested in and someone will follow up with you.</p>