



Albert Einstein College of Medicine

Candidate Application Process

Thank you for your interest in a career with Albert Einstein College of Medicine, Inc.

Applications are only accepted via our careers website (<https://careers-einstein.icims.com>). It is very important to us that you have a positive recruitment experience with us, so be sure to complete all screening questions and attach your resume and any other required documentation for our review.

Please note: *Due to the high volume of applicants, we are unable to respond to the many inquiries by phone or email.*

The following is the *typical* interview and selection process:

1. Your skills and qualifications will be assessed and if they match our position requirements, you will be contacted by telephone or email to schedule a phone interview.
Depending on the role, candidates may be required to complete an assessment and provide additional samples of their work.
2. After a successful phone interview, the candidate will be required to complete an online employment application prior to the scheduled in-person interview.
3. Once the finalist is selected, professional references are checked and a background screen is conducted by a third party vendor.
4. Our standard background screen includes:
 - Drug Screening
 - Social Security number trace
 - Criminal Background Investigation
 - Education verification - highest degree earned. A minimum of a high school diploma is required to be an employee of Albert Einstein College of Medicine.

Certain positions require additional pre-employment screening including, but not limited to, medical clearance, finger printing, professional license and certification verification as well as motor vehicle driving record verification and review.

5. The new employee receives a contingent job offer and the background screening process will commence. Once cleared new hire materials are e-mailed to the employee for review and completion.

We look forward to reviewing your credentials and wish you success in your job search.

Sincerely,

Human Resources Recruitment Services
Albert Einstein College of Medicine, Inc.



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