



Quorum Careers: Frequently Asked Questions

Application Process

- How do I apply for a job at Quorum?
- How do I apply for a temporary position at Quorum?
- How will I know if my online application was submitted successfully?
- How can I tell if my resume is still active in the Quorum system?

How do I apply for a job at Quorum?

All applications should be submitted using the online application process. The first step in the process is to visit the [Quorum Careers website](#) and create a new account to submit your application to Quorum.

External Candidates will "Create a New Account" using their email address and setting up a password. You will be guided through the application process and be able to search and apply for open positions. Internal Candidates may also access the [Quorum Careers Website](#).

If you need assistance with completing the online application, please contact the Quorum Human Resources Information Center at 914-641-3743.

How do I apply for a temporary position at Quorum?

You can apply for a temporary position with Quorum by submitting your resume at the Quorum Careers website. The online application for temporary positions and regular employment at Quorum is the same application process.

Do I need an email address to apply for positions at Quorum?

In order to complete the online application, an email address is required. You will be notified by email to confirm your successful job application completion.

How will I know if my online application was submitted successfully?

You will receive an email confirmation after successfully applying for a specific position.

How can I tell if my resume is still active in the Quorum system?

Resumes remain active in the Quorum database indefinitely. As you attain additional work or educational experience, you are encouraged to update your profile and resume.

Searching and Applying for Open Positions

- How do I search for open positions?
- What happens after I submit my application for a position?
- Where can I find salary information for open positions?
- How are individuals selected for interviews?
- How do I know if a job at Quorum is still open?
- How long does a position remain open?
- How will I know if a position has been closed or cancelled?
- Who can I contact if I need an accommodation for special assistance in completing my application?

How do I search for open positions?

Go to the [Quorum Careers Website](#), scroll down to Life at Quorum and click "Check out our current openings" OR "Join Our Team". This will take you to the list of all the open positions.

What happens after I submit my application for a position?

You will receive an email confirmation when you have successfully applied to an open position. Your application and qualifications will be reviewed by the Human Resources Department for the minimum qualifications, preferred skills and experience for the position. If you have the right qualifications, Human Resources will reach out directly by phone or email for an initial screening. During the screening, details of the job and candidate's qualification will be discussed.

Where can I find salary information for open positions?

Salary information is not provided as part of the online job postings. The Human Resources Department can provide this information during the selection process.



How are individuals selected for interviews?

The Human Resources Department determines which applicants best meets the job qualifications and then directly reaches out to the candidate for the initial screening. After the screening, the candidate is shared with the hiring manager. If the hiring manager believes there is a good match and is interested in interviewing the candidate, Human Resources will contact the candidate directly by phone or email.

How do I know if a job at Quorum is still open?

Any position that appears on the Job Postings website is still open. You may also check the status of positions for which you have applied through the Applications tab under My Presence in your account.

How long does a position remain open?

Positions are posted on the Quorum website for at least 7 calendar days. Most positions at Quorum do not have defined closing dates. A position will remain open until the position is either closed (an applicant hired) or cancelled (position closed without a hire).

How will I know if a position has been closed or cancelled?

If a position is no longer on the Quorum career website, the position may have been closed (an applicant hired) or cancelled (position closed without a hire). You can also review your Job Application Status by logging into your account, which will show when a position for which you have applied has been closed or cancelled.

Who can I contact if I need an accommodation for special assistance in completing my application?

If you are a person with a disability and require assistance with the employment process, please contact Quorum, at 914-641-3743 Monday through Friday, 8 a.m. to 5 p.m.

Application Status

- How do I check the status of my application?
- When can I expect to hear about the status of my application?



- How long will the positions I applied for remain in my Job Applications?
- Who can I talk directly to about a job I have applied for?

How do I check the status of my application?

You can log into your account and go to My Presence then click the Application tab to check the status of your application.

When can I expect to hear about the status of my application?

If your resume is forwarded to the hiring manager for consideration and the hiring manager is interested in speaking with you regarding the position, Human Resources will contact you directly.

Who can I talk directly to about a job I have applied for?

You can speak with the recruiting manager in the Human Resources office 914-641-3743.