

FAQ:
Application
&
Interview Process

We know that interviewing for a job can be stressful.

Here are a few tips to help you succeed on your interview day:





Who do I reach out to if I have questions about my application?

Please email us at recruitment@pointclickcare.com. We're more than happy to help!



What does the typical recruitment process look like?

- ▼ Submit your application through our Career Site.
- ▼ The recruiting team will review your application and will email you to let you know if you will be moving forward in the process.
- ▼ If qualified for the position, the first interview step is a phone screen with one of our recruiters.
- ▼ If successful, you will then be asked to interview with the hiring manager (either in person or virtually). Depending on the type of role, there may be follow-up interviews with additional team members.
- ▼ Once a final hiring decision has been made and you're our chosen one, you will go through our awesome onboarding!
- **Welcome to the PointClickCare Family!**



I've submitted my application, what happens next?

You will receive a confirmation email that your application has been received. Should you be considered for the role, one of our recruiters will contact you for a phone interview.



How do I stay updated on jobs I applied to?

Our awesome recruiters will be in touch with you to let you know your status should you be qualified for the role. If you're not selected for the role that you applied to, we will consider you for other opportunities that might be a better fit.



Do I need a cover letter?

Entirely optional and up to you. The most important thing is ensuring your resume is up-to-date and an accurate reflection of all of your skills and experiences.



How should I dress for my interview?

Your choice of attire is completely up to you! We suggest business casual.



I have an interview at the Mississauga Headquarters. Where do I park and what do I do once I get there?

We have 10 visitor parking locations on the west side of our entrance that could be used. If there are none available, park in an adjacent lot. Upon arrival, take the elevator to the 4th floor and sign in at reception. Your interviewer will meet you there.



I completed my interview, what are the next steps?

Your recruiter will follow-up to discuss next steps. We try to move as quickly as possible, and we will stay in touch with you every step of the way.



I want to leave feedback on my interview process. How do I do this?

You will receive a short survey from our team where you will be able to provide your feedback on the recruitment process. You can also choose to leave a public interview review on our Glassdoor Page. We want to hear your feedback, good or bad. It's how we get better!



Can I sign up for job alert notifications?

Yes, you can sign up for job alert notifications via our Careers Page. You will receive weekly emails with new openings depending on the criteria you've set.

Have a question that's not listed here?
Email us: recruitment@pointclickcare.com