

2018 Health Careers Summer Internship, High School – O'ahu**Application Deadline: Friday, March 9, 2018**

Please read the following information carefully before submitting your application.

Summer Internship Details:**Dates and Work Schedule:**

- June 25 to August 3
- Monday through Friday, 40 hours per week

Facilities / Locations:

- Kapi'olani Medical Center for Women & Children
- Pali Momi Medical Center
- Straub Medical Center
- Hawai'i Pacific Health, Shared Services

Departments:

- Patient care and non-patient care positions
- Department placement will be determined upon offer

How to Apply:

1. Go to www.hawaiipacifichealth.org/SummerInternship
2. Scroll down and click on the appropriate green button to apply.
3. Click on "Apply Now."
4. Once the page refreshes, click on "Apply for this Job."
5. If you've applied to a position with Hawai'i Pacific Health before, sign in with your existing account information. If not, click on "Register" to create your talent profile.
6. Under the "Talent Profile" section, attach three (3) documents in the "Attachments" section.
 - a. [Resume](#)
 - b. [Recent Transcript](#) – Please provide your most recent high school transcript with your GPA visibly displayed. Unofficial transcripts will be accepted for the application. If you are selected to participate in the internship, you will be required to present an official transcript at a later date.
 - c. [Essay](#) – Please upload one word/PDF document answering the following questions. Please limit each response to 500 words or less.
 - i. Describe a recent learning experience you've had. What steps did you take to make the most out of it and what did you learn?

- ii. Our mission is to create a healthier Hawai'i. If selected to be an intern, how do you plan to contribute to our mission throughout the six week program?
7. Submit your completed online application.

Application Tips:

- Please be sure to include all relevant information on your resume including but not limited to: schooling information, previous work experience, extracurricular activities, club memberships, volunteer experiences, etc.)
- Make sure that you use a valid email address for an account that you check on a regular basis. If you are using a school email address, make sure that you'll have continuous access to it after the school year ends.
- Sometimes our emails will go to your junk mail inbox. Double check your junk mail/spam folder periodically.
- Incomplete applications will not be considered for the internship. Please submit your application early to allow enough time to make necessary adjustments, to ensure your application is complete by the posted deadline.

Frequently Asked Questions:

- How will I know if my application was received?
 - You will receive an email to confirm the receipt of your application.
- What if my application is incomplete?
 - You will be notified by email if your application is incomplete. The email will include step-by-step instructions that will walk you through how to complete your profile and re-submit your application. You will need to resubmit your completed application by the deadline indicated above.
- What should I expect after I submit my application?
 - The Hawai'i Pacific Health Human Resources team will be reviewing all applications. Due to the high volume of applications that are received, please allow time for processing. We will be contacting those as needed for follow-up and next steps via phone and email.
- Will I be required to submit any other documents?
 - If you are selected to participate in the internship, you will be required to present official transcripts at a later date if you submitted unofficial transcripts as part of your application.
- Who can I contact if I have questions?
 - You can call our Human Resources office at 808-535-7571.