



The start of a remarkable career journey – one step at a time.

Our Hiring Process



STEP 1

Apply

We're excited you have taken the first step towards a remarkable career with us! When you find a position that matches your abilities, submit your employment application. You'll receive an email letting you know we got your application. We'll then begin the review process, which may take 1-2 weeks.

Feel free to check your application status by logging into our [Career Opportunities page](#).

STEP 2

Online Assessment

If you're selected to move forward in our process after we review your application, you'll receive an email invitation to complete a Gallup online assessment. This assessment allows us to better understand the unique abilities you can bring to Highmark Health that may not be found on your resume. Depending upon the role, the assessment may take from 10 to 45 minutes.

Please note, our hiring process can only continue when you complete the assessment.

STEP 3

Interview

Once your assessment has been submitted, a recruiter will review your application, resume and assessment results to determine if you will receive an interview. Depending on the position this may be a phone, video, and/or face-to-face interview.

We will provide all the necessary information before any interview.

STEP 4

Job Offer

This is the moment you've been waiting for!

If you are selected to receive a job offer, we will contact you to discuss all the details including pay, benefits, paid time off and next steps.

STEP 5

Pre-Employment

Once you've electronically accepted an offer, you'll start our pre-employment screening process, which will include a drug screening and background check. Some roles with Allegheny Health Network may also require an employee health screening.

We will make sure you know what is expected from you during this time and will reconfirm your start date once all pieces of the pre-employment process have cleared. You'll receive a brief candidate experience survey to help us continue to improve our process.

STEP 6

Orientation

Welcome to the team! We're excited to have you join us and we'll make sure you know what tasks must be completed before you arrive and all details including start time and location.

Important!

On your first day, you'll need to bring all mandatory employment documents. You can find the Department of Homeland Security list at:

<https://www.uscis.gov/i-9-central/ac-ceptable-documents>.