



Billings Clinic Gold Employer Partner 2011-12

Billings Clinic is a huge, integrated health care organization, serving not only Montana but also Wyoming and the western Dakotas. The Clinic's many locations encompass many medical disciplines, and cover almost every stage of patient care, diagnosis, treatment, and recovery. Billings Clinic strives to be a national leader in quality healthcare, and to provide the right care for patients—the first time, every time. Moreover, Billings Clinic aims to provide excellent service with its staff of over

3500 caring, compassionate employees, making it one of the largest employers in Montana.

Students looking for information regarding positions within the organization need only seek out Carey Jo Horning, Billings Clinic's keen-minded, knowledgeable Director of Human Resources. The organization seeks individuals with a college background—at least two years, but a four-year bachelor's degree is better. While many applicants have some clinical background, the idea that Billings Clinic only hires doctors, nurses, and other medical techs is a misconception. Billings Clinic looks for "personable people, with a passion for health care, and who communicate openly and honestly," says Horning. Of course, experience is a plus, and a résumé that reflects continuity and progression at a few jobs, rather than brief stints at numerous jobs, always shines. Horning knows continuity; in 2011, she celebrated 30 years with the company.

Horning has advice for students just entering the job market: "Network!" This not only involves the standard job-hunting tasks like internships, shadowing, and chatting with recruiters during job fairs, but also getting to know prospective employer's HR department. "Set up an individual appointment with the HR person in the field to get perspective," Horning says. Meeting face-to-face with those in charge of hiring and retention is an important step in the application process; it shows the student is interested and it's a great way to get the measure of a position before applying. The medical industry is always changing, and the new laws regarding Medicare and other government reimbursements have the greatest effect on not-for-profit medical organizations like Billings Clinic—add to that the medical industry's already-burgeoning responsibilities for all involved, and speaking with an HR person becomes a necessity. As the old saying goes, "Look before you leap."

Billings Clinic became a **Career Services' Silver Employer Partner** in August 2011, and since then has reaped the benefits. Horning says that the Partnership gives Billings Clinic greater insight into campus activities and a chance to work with students on campus to "bring more understanding" regarding positions available at the organization as well as what students are looking for when they apply. Of course, the added exposure from advertising around campus is a plus.

Interested students may apply over the phone on Billings Clinic's recruitment line, online at careers@billingsclinic.org, or can even email Carey Jo Horning directly at chorning@billingsclinic.org.