



Billings Clinic is a local regional hospital based in Billings, Montana. The hospital is a community-governed health care organization including a multi-specialty physician group practice. As the largest hospital in Montana, they have a 285 bed hospital, 90 bed skilled nursing, assisted living facility and a surgery center. Billings Clinic as a whole has over 3,800 employees and offers services such as oncology, geriatrics, pediatrics, and neurology.

Billings Clinic serves patients not only in Montana but also in Wyoming and the Western Dakotas. They strive to be a national leader while providing the best clinical quality, patient safety, and superior service to their patients. **Billings Clinic became a Career Services Gold Employer Partner in 2012.**

Billings Clinic's human resource generalist, Michelle Guelff, has been with Billings Clinic for nine years and enjoys her work because everyone plays a big role to make Billings Clinic successful. Michelle shared her perspective on what Billings Clinic looks for in potential applicants and other key factors that students can keep in mind when beginning a job search.

"When filling a position, we have to look for people who will fit in each department since each has its own personality. We must look for dependable and qualified applicants who will be most suitable for that section." She says that an ideal employee is excited to go to work, adaptable, reliable and is ready for anything.

When reviewing a résumé for Billings Clinic, Michelle says it is important to sell yourself on paper. Details like work history, grammar, and reasons for leaving previous employment really stand out on an applicant's resume. Billings Clinic has a strict application process and it looks good when applicants take the time to fill it out correctly. Interviews can be intimidating, so preparing and entering an interview with confidence will result in a great first impression.

Businesses are always changing and it is important that students stay informed and know what to expect. When students are organized and research a company before applying, they tend to know what to expect when a job opportunity arises. Michelle explained that in the next few years, Billings Clinic will continue to grow and see changes with the Affordable Care Act.

Beginning a career at Billings Clinic can create an array of new opportunities and experiences for those who are qualified and interested. Michelle says she enjoys meeting new people and filling positions with people who are excited to go to work; their enthusiasm makes all of the difference.

Billings Clinic renewed its status as an Employer Partner this year to stay connected and get valuable exposure to students. The Partnership gives Billings Clinic a voice and ensures that students have a chance to be noticed. "It is important to let students know that we really care about them." When partnering with Career Services, businesses can connect directly with students as new opportunities arise.

Would you like to learn more about Billings Clinic? Contact Michelle Guelff at mguelff@billingsclinic.org or go to www.billingsclinic.com/careers. You can also learn more at Career Service in Library 100 at the University campus.