

Diocese of Yakima - Applitrack Frequently Asked Questions

1. Will the Diocese of Yakima accept paper applications?

ANSWER: The Diocese of Yakima will only accept online applications for the vast majority of positions in the diocese.

2. I have reference letters but they are not computer files. How do I submit them with my online application?

ANSWER: Reference letters or other documents need to be scanned and uploaded to your application.

3. I receive an error when trying to upload my resume and cover letter into my online application. What should I do?

ANSWER: Check that your documents are the correct type. The file that you are trying to upload must be saved in one of the following formats: .doc, .docx, .rtf, .pdf, .bmp, .gif, .jpg, .png, or .tif in order to be uploaded into your online application.

4. How do I apply online for a specific position?

ANSWER: After completing your application, you will come to a section labeled Vacancy Desired. Click the boxes of the positions for which you wish to apply. Clicking a JobID link will provide more information on the position.

5. How do I know if the Diocese of Yakima has received my online application?

ANSWER: Once you have completed the steps to create an application and applied for a position vacancy, you will receive an automatic e-mail confirming your application.

6. Once I have completed my online application and chosen my position vacancies, what happens next?

ANSWER: When the position vacancy closes, Human Resources/ Member of the Hiring Committee will review the applications and forward the information to the hiring supervisor for the position. If selected for an interview, the Human Resources/ Committee Member will call you to set up the interview date and time. If selected for the position, the Human Resource Department/ Committee Member will contact you to offer the position.

7. When does a job posting close?

ANSWER: If a closing date appears on the posting, the posting will close at the end of the day listed.

8. When does a job posting close that states “open until filled”?

ANSWER: If the job posting states “open until filled,” the posting will close at the time a job offer is extended and accepted.

9. I received an e-mail stating my online application is incomplete. How do I know what is missing?

ANSWER: The Diocese of Yakima cannot consider incomplete applications. Log on to your online application and review each page for completeness. After careful review of your application, click the button Finish and Submit. Follow the directions to finalize your online application.

10. How can I make changes or additions to my application?

ANSWER: While filling out your application, you will provide an e-mail address and password. If you wish to save the application and return to it later, click save as draft at the bottom of the application page. To come back to the application, click the link start online application again, and click edit in the new window.

11. I saved my application for later. What does it mean that I have 45 days “from my first submission” before my incomplete application is purged?

ANSWER: If your application is not complete and a posted position has not been selected, your application will be automatically deleted from the system after 45 days. Job postings have application deadlines, therefore the application must be complete in order to be considered for a position.

12. If I see another position I would like to apply for, do I need to complete another application?

ANSWER: No.