

OUR HIRING PROCESS



5 Steps To Join Our Team

RECRUITMENT

- MHK is an equal opportunity employer.
- Nondiscrimination is demonstrated in the areas of recruitment and retention, including compensation, assignment of work, and promotion.
- ***Your first step is to apply with us.***

INTERVIEWS

- We usually conduct a panel interview.
- Since MHK is based on teamwork, a team of people who have an interest in your area of hire will interview you.
- MHK's interviews are a structured, prepared, written format. We allow you time to ask questions at the end of your interview. Please have your questions ready.
- ***Your second step is to prepare interview materials, relax and take your time responding.***

VERIFYING CREDENTIALS

- At MHK, qualified personnel are critical to our success.
- MHK has procedures in place to verify your past employment, your academic level of achievement, and your license or certification (as applicable).
- MHK looks back 10 years for work history, and/or related experience.
- Continued employment can be contingent upon positive verification of your references, degree and other qualifications.
- If you are a licensed clinician, getting credentialed by local insurance plans can take up to 2-months. You may be eligible to practice under provisional status with some insurance companies while waiting.
- ***Your third step is to prepare your qualifying information.***

DRUG SCREENING

- MHK is a drug-free work place.
- Having a drug and/or alcohol history is considered among other variable in your employment.
- Having an active drug and/or alcohol screening will be considered as a condition of your employment.
- All applicants must submit to a drug screening, which is paid for by Mental Health Kokuia.
- ***Your fourth step is to complete our drug screening.***

CRIMINAL BACKGROUND CHECK

- MHK looks back at least 10 years for criminal background.
- Having a criminal background is considered among other variable in your employment.
- All applicants must submit to a criminal background check.
- ***Your fifth step is to complete our criminal background check.***



Opportunities to Begin Again