



CHAPTER 3:

Job Seeking Skills

ASSIGNMENTS



Assignment 3.1: How a Company Hires

General Information			
Your Name:	Sara Mohammad bazzi	Date:	<i>Tuesday 11-8-2026</i>
Employee's Name:	PHCC Director and manager :Rabih Soubra	Position:	<i>Human resource manager and clinical coordinator .</i>
Company:	<i>BAU PHCC</i>		
Questions			
1. What they are looking for when they hire (skills, behaviors, attitudes)? They are looking for people who have skills in triage and patient care ,basic EHR entry ,bilingual (Arabic ,English) .And as for behavior &attitude ,they value teamwork ,empathy ,professional ethics ,punctuality ,and having composure under pressure .			
2. For what types of jobs do they hire entry-level/recent graduates? They hire entry level and recent graduates ,for jobs like : clinical/staff nurse ,front desk intake assistant ,Lab /pharmacy assistant ,and administrative clerk .			
3. How many applications do they typically receive for position at your level? For applicants at my level , they receive approximately 30 to 60 applications per open entry _ level role .			
4. How much experience does an entry-level hire need? An entry level hire ,needs about (0 to 1 year),university clinical rotations ,and required internships count as valid experience .			
5. How do they look for new employees? Do they use online job boards? Which ones? What other methods? Yes they look for new employers ,by an online post through the bau career portal ,then once its reviewed and accepted ,they ask for interview with HR manager .(no other methods used)			
6. Do you have a copy of your application form that I could use to review in my class? Jobs are posted on bau.edu.lb/Careers. And candidates apply online through a customized form created for each specific vacancy based on it's needs .			

