

## **What to Bring to a Recruitment Event**

- Sign-In Sheet (name, email address, phone number, area of interest, etc)
- Brochures / handouts (UMHS and Department specific)
- UMHS pull-up screen (can be signed out from HR)
- Tablecloth (can be signed out from HR)
- Give-aways
- Candy
- Business cards
- List of helpful websites – Benefits, HR, departments, etc
- How to apply online cards (available at HR)
- Raffle Items
- Benefits Overview
- List of open jobs with descriptions
- Folder to collect resumes
- General UMHS Facts (information about UMHS, mission, vision, values and goals, etc)
- Resource Kit including: masking tape, push pins, Kleenex tissues, pens, paper, tape, paperclips, stapler

## **Follow-Up after Recruitment Event**

- 3-5 days following event – send a thank you email, give contact information, additional information regarding department and open positions. (Great time to send top reasons to work at UMHS e-card)
- If candidates had questions that needed additional information, follow-up with a phone call.
- 1-2 weeks - schedule interviews
- 4 – 6 weeks – Follow-up with email or e-card to see interest.



## Resource List

Careers Website – [www.med.umich.edu/careers](http://www.med.umich.edu/careers)

Benefits - [www.umich.edu/~benefits](http://www.umich.edu/~benefits)

eMploy (online application process) – [www.umjobs.org](http://www.umjobs.org)

UMHS HR Website – [www.med.umich.edu/umhshr](http://www.med.umich.edu/umhshr)

Child Care - [www.med.umich.edu/ccc](http://www.med.umich.edu/ccc)

MFit - [www.med.umich.edu/mfit](http://www.med.umich.edu/mfit)

University of Michigan Health System – [www.med.umich.edu](http://www.med.umich.edu)

University of Michigan – [www.umich.edu](http://www.umich.edu)

Patient Visitor Guide – [www.med.umich.edu/1toolbar/visinfo.htm](http://www.med.umich.edu/1toolbar/visinfo.htm)

Temporary Employment – [www.umich.edu/~hrra/temps](http://www.umich.edu/~hrra/temps)

Interview Guidance -

<http://www.med.umich.edu/careers/apply/interview-tips.html>

# Your Employee Benefits

<http://www.umich.edu/~benefits/>

Would you expect anything less than extraordinary benefits from one of the nation's leading health care systems? We offer **2:1 retirement benefits** and one of the most comprehensive health care packages available today. Some would even say that our employees have the best benefits, the best resources and the best support for their career. And, we'd have to agree. When you're a part of our team, you'll have what you need to get the most from your career year after year. At UMHS you have the power to choose:

## Orientation

Orientation begins with Michigan Traditions and Values (MTV) at the UMHS Human Resources North Campus Administrative Complex (NCAC). MTV always begins on a Monday and runs through Tuesday afternoon. Specific department orientation will be given to you from your department representative.

## Flexible Benefits Program

- ✓ Health plan options that works for you
- ✓ Dental coverage you want
- ✓ Vision coverage you need
- ✓ Group legal services
- ✓ Spending accounts for child care, medical care and more

(Part-time employees, appointed to at least 20 hours/week, qualify for our benefits program)

## Work/Life Resource Center - ([www.umich.edu/~hrra/worklife](http://www.umich.edu/~hrra/worklife))

The Work/Life Resource Center offers resources for child care, elder/dependent care and any other assistance an employee may need in maintaining a healthy balance between work and personal responsibilities.

## Retirement Plan

- ✓ 2:1 Match - contribute 5% of your salary to the retirement annuity plan, and UMHS contributes an additional 10% of your salary
- ✓ Tax deferred annuity
- ✓ Contributions are tax deferred
- ✓ Choices of retirement plan include TIAA-CREF and Fidelity
- ✓ The annuity accrued belongs to the employee and is yours if you leave UMHS or relocate

## **Time-Off**

UMHS staff members acquire more than 3 weeks paid time-off per year to start. Over time the annual accrual grows to over 6 weeks of paid time-off. We also offer the flexibility to substitute holidays with your personal needs.

## **University Observed Holidays**

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, as well as Christmas Day.

\*We also offer the flexibility to substitute holidays to meet your personal needs.

## **Professional Development**

After six months of employment you're eligible for our tuition support program for job-related education courses or degrees that lead to other careers within the University.



# U-M Health System At-A-Glance

1500 E. Medical Center Dr., Ann Arbor, MI 48109  
734-936-4000 / www.med.umich.edu

The University of Michigan Health System is comprised of three hospitals (C.S. Mott Children's Hospital, University Hospital and Women's Hospital), the Medical School, School of Nursing, 40 community health centers, 120 outpatient clinics and the Michigan Health Corp. We are home to a world-class Cardiovascular Center and the nation's first comprehensive Depression Center. We have a tradition of excellence in teaching, patient care and research, and consistently rank among the best health care institutions in the nation.



C.S. Mott Children's and Women's Hospital, completion: 2011

## Leadership

Robert P. Kelch, M.D., executive vice president for medical affairs, University of Michigan

Douglas L. Strong, M.B.A., director and chief executive officer, U-M Hospitals and Health Centers

James O. Woolliscroft, M.D., dean, U-M Medical School

Kathleen Potempa, D.N.Sc, R.N., F.A.A.N., dean, School of Nursing

Mary Sue Coleman, Ph.D., president, University of Michigan  
Board of Regents of the University of Michigan



Kellogg Eye Center expansion and Brehm Diabetes Center, completion: 2010

## Facts & Figures FY 2007

### UMHS Total Square Footage

Total: 5,568,090

### U-M Hospitals & Health Centers Annual Activity

- Total licensed beds: 913  
(848 acute care licenses and 65 psych licenses)
- Total staffed beds: 809  
(incl. 84 adult ICU beds, 40 neonatal ICU beds, 31 pediatric ICU beds, 40 maternity beds and 36 psych beds)
- Admissions (excl.newborns): 43,173
- Inpatient Discharges (excl.newborns): 42,901
- Observation Cases: 5,476
- Clinic Visits (all sites excl. ER): 1,615,774
- Emergency Svcs./Urgent Care Visits: 75,273
- Patient Days: 256,121
- Surgical Cases: 42,259
- Deliveries: 3,875
- Operating Expenses: \$1.7 billion (2008 figure)

### C.S. Mott Children's Hospital (subset of above)

- Discharges (excl. newborns): 8,366
  - Mott/Holden: 7,900
  - Child Psych: 466
- Pediatric/Subspecialty Clinic Visits: 261,053
- Patient Days (excl. newborns): 60,408
  - Mott/Holden: 57,124
  - Child Psych: 3,284
- Total Operating Room Cases: 9,070 total  
(4,254 inpatient; 4,816 outpatient)

### U.S. News & World Report Rankings 2008

Hospital: 13

Medical School: 10

School of Nursing: 5

### U-M Medical School

Enrollment: 671

Entering M1 Class

- Applications Received: 5,787
- Interviews Granted: 801
- Matriculating: 171
- Mean Undergraduate GPA: 3.74
- Mean MCAT: 11.66

Demographics

- Residency: 44.8% in-state; 55.2% out-of-state
- Gender: 45% male; 55% female

### U-M School of Nursing

- Undergraduate enrollment: 620
- Master's enrollment: 151
- Ph.D. enrollment: 66
- Postdoctoral fellows: 6

### Research Indicators - FY2007

- Total Sponsored Research Expenditures: \$342.5 million
- Number of Invention Disclosures: 124

### Survival Flight

Helicopter service

- 1,400 annual flights
- 200,000 annual miles traveled
- Coverage: 200-mile radius

Fixed-Wing service

- 150 annual flights
- 100,000 annual miles traveled
- Coverage: Continental U.S., Canada & Mexico