

Carle Clinic Human Resources FAQs

How can I contact Carle Clinic Human Resources?

Mailing address:

Carle Clinic Human Resources
602 W. University Avenue
Urbana, IL 61801

Location:

Lincoln Square Mall
301 S. Vine Street, Suite 210
Urbana, IL 61801

Phone: (217) 383- 3238

Fax: (217) 383-6818

Email: clinicjobs@carle.com

What are the hours for Carle Clinic Human Resources?

The Human Resources Office is open Monday – Friday from 8 a.m. – 5 p.m.

The Human Resources Office is closed on the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve – afternoon only
- Christmas Day

How do I apply for a position?

View job opportunities and apply at www.carle-clinic.com/careers. Your application will be reviewed for desired skills, work history, and required experience.

How does the interview process work?

For the individuals who are scheduled to meet with a Human Resources professional, the process begins with a screening interview that covers general behavioral topics and addresses the applicant’s employment background. The top candidates typically have a second interview with personnel from the department in which the vacant position exists. This interview is geared toward gauging the applicant’s suitability for the specific job and likelihood to fit in with other members of the department.

Can I apply for more than one position on the same application?

You may apply for multiple positions using our online application system, but you must submit separate applications for each. You will be able to copy over your previous application so that you do not have to start over each time.

How do I know my status in the application process?

Applicants may sign up for “career mail”, a feature available through our online employment application system that allows applicants to choose positions they want to be notified of as they become available.



How often are positions updated on the website?

Positions are updated daily.

What is the salary range for the posted position?

The salary range will be discussed during the interview.

What if a position I'm interested in is not posted?

Using our online employment application system, candidates will receive an email when the desired position becomes available.

For more information, call Carle Clinic Human Resources at (217) 383-3238.