

Genoa Healthcare®, part of **Optum Rx**,
Pharmacy Technician Apprenticeship Program
PLEASE READ THIS DOCUMENT CAREFULLY
IMPORTANT DATES

| WHAT | DATE | TIME | NOTES |
|--------------------------------------|---|--|---|
| Mandatory Orientation | Monday, June 13 | Time TBD | Submit your resume and register for aptitude assessment. Ask questions. |
| Assessments | Complete by: Wednesday, June 15 | 12pm Noon Central Time | Assessments are online. You will receive an email with the link after you attend Orientation. Based on application, resume, and aptitude assessments, select applicants will be invited for a first-round interview. |
| Phone Call | Thursday, June 16 | 5pm-9pm Central Time | Only candidates selected to move forward will receive calls to schedule a first-round interview. Be by your phone. |
| First-Round Interview | Friday, June 17, Monday, June 20, or Tuesday, June 21 | Times TBD | Submit References. Details below. Interviews with IAA. |
| Phone Call | Tuesday, June 21 | 5pm-9pm Central Time | Only candidates selected to move forward will receive calls to schedule a second-round interview. Be by your phone. |
| Second Interview | Thursday, June 23 or Friday, June 24 | Times TBD | Interviews with Genoa Healthcare, part of OptumRx, Human Resources and Pharmacy Leaders. |
| Final Candidate Notification | Friday, June 24 | 5pm-9pm Central Time | Only selected candidates will receive a call. Alternates may be selected and called. Be by your phone. |
| Program Enrollment | Monday, June 27 | All Day | Apprentices fill out necessary paperwork for employment and hiring screening. |
| Genoa General First Day Orientation | Monday, July 18 | All Day | Apprentices are oriented with other onboarding Genoa Healthcare and OptumRx staff. |
| Pharmacy Technician Training Program | Monday, July 18 to Friday, September 16 | Monday-Friday 8:00am-4:30pm Central Time | Students attend class and shadow at pharmacies Monday-Friday. |
| PTCB Exam | Determined by Instructor | Determined by Instructor and student | Instructor and student will create individualized certification timeline. |
| First Day of On-the-Job Training! | Monday, September 19 | Time dependent on pharmacy | Students will begin their On-the-Job training at their assigned pharmacy. |

PROCESS STEPS

- ❑ **Submit Resume with online Application, as requested**
- ❑ **Complete online Aptitude Assessments:**
 - Following confirmation of attendance at the mandatory Orientation, you will receive a link to complete the mandatory online Aptitude Assessments. These will take approximately two hours to complete and must be completed by June 15, 2022 @ 12:00pm.
- ❑ **Four (4) References will be required for interviews:**
 - If you are selected for a first-round interview, you will receive an email with a link to submit the names and contact information of four (4) references.
 - Two (2) must be past employers; the remaining two (2) can be business or personal.
 - References may not be family members.
- ❑ **You must be available to receive telephone calls:**
 - You should make yourself available via telephone at the times listed on the front.
 - If you are unable to be at your phone, you must provide an alternate number for an individual who can speak on your behalf.
 - Missed calls may disqualify you from participating in the selection process.
- ❑ **Interview Preparation:**
 - You should carefully read all materials in the orientation packet as you will be asked questions regarding the information provided.
 - You should visit the employer's website to review information about the company.
 - You should carefully review the employer's benefits sheet.
- ❑ **First- and Second-Round Interviews will last approximately one hour**
 - Details will be emailed to you after you are notified.
 - You should ask any and all questions prior to the end of your interviews.
- ❑ **Selected Candidates must decide when contacted:**
 - If selected to participate, you must **be prepared to make your decision about participation immediately upon notification of selection.**
 - Alternates will be contacted shortly thereafter, if appropriate.