

Frequently Asked Questions – Applying to BCBSAZ

Can I submit an application or resume via paper?

- No, applications will only be accepted via the online process.

How long is the timeout for my online session?

- For your security, if a session is inactive for 20 minutes, it will be timed out. You will need to log back in to restart the application process.

May I use my browser's Back button or Refresh buttons?

- It is not recommended that you use your browser's navigation toolbar once you log in. This can cause your session to expire. There are built in links and navigation buttons in the software to allow you to page forward or backward through the application.

May I update an application I submitted for a job?

- Your submission is considered your official application and is what will be used to assess your skills for the position you applied to. Once you click 'Send to HR', your application may not be changed. You may apply again to the same position, and only the most recent application will be considered.
- You may change your profile (name, and contact information) anytime and it will be reflected on all active applications.

I am having difficulty viewing my uploaded resume.

- If you have difficulty opening an uploaded resume, temporarily disable any popup blockers on your browser.

How do I know my application is successfully submitted?

- You will receive an email confirmation that your application has been submitted.
- You will also see an online confirmation that you applied to a particular position.
- On your Careers homepage, you will see a link to look at the positions you have successfully applied to.

My resume failed to upload.

- Your attachment may be too large, or in a format other than .doc, .rtf, or .pdf.
- The internet connection you are using may have failed.
- If you continue to have problems, please choose to copy and paste the resume.

Is it necessary to complete all the work history even though I submitted a resume?

- We require at least one work experience, and one education row on the application. None of your information will be translated into these fields from your resume. Please be as thorough as possible when completing the application. Once you submit the information the first time, the information is stored for future applications.