

## FREQUENTLY ASKED QUESTIONS

### **Will I receive a response if I email Ionis asking for information on my application?**

We do not respond to inquiries regarding individual application status due to the high volume of applications we receive.

### **What jobs are available?**

Review our current open jobs by clicking on the “Learn More” link under “Available Positions”. You can sort the jobs by any column heading. Click on a specific job to review the detailed job posting.

Our posted jobs change frequently and are unposted once filled. In addition, jobs may be unposted once the hiring manager has received a sufficient number of qualified applicants.

### **How do I update my resume or edit information in my Applicant Profile?**

Click on “Edit Your Profile” from the “Browse Open Jobs” page. Log into your account. You can attach an updated resume and/or cover letter. The attachment limit is 3 documents. Note: You cannot delete previous attachments so you may wish to include a date in the document name. You can also update your address and phone number information here as well. All changes you make to your profile are updated in real time.

### **How do I apply for a job as a new user?**

Click on the “Apply On-line” link at the bottom right of the job posting. You will then “Click here to create a new account” (if you haven’t already created one). **IMPORTANT:** Write down the email address and password you use when creating your account and store in a safe place. You will need this information each time you log into your account to apply for other jobs.

### **How do I apply for a job if I already have an account?**

Click on the “Apply On-line” link at the bottom right of the job posting. Enter your email address and password for your account. Complete the specific questions for the job posting. You may also click on “Browse Jobs” and search and apply for other jobs.

### **How do I know my application was submitted successfully?**

You will receive an email once you have successfully applied. All applications go directly to the hiring manager for careful consideration. Candidates whose background and skills are determined to be a good match will be contacted by email or phone.

### **When should I expect to receive a response regarding my application?**

There is no set timeframe. We only contact candidates whose background and skills are determined to be a good match for the job.

All candidates are notified via email when a job is filled.