

# Application and Interview Tips

## Find open job opportunities in your area:

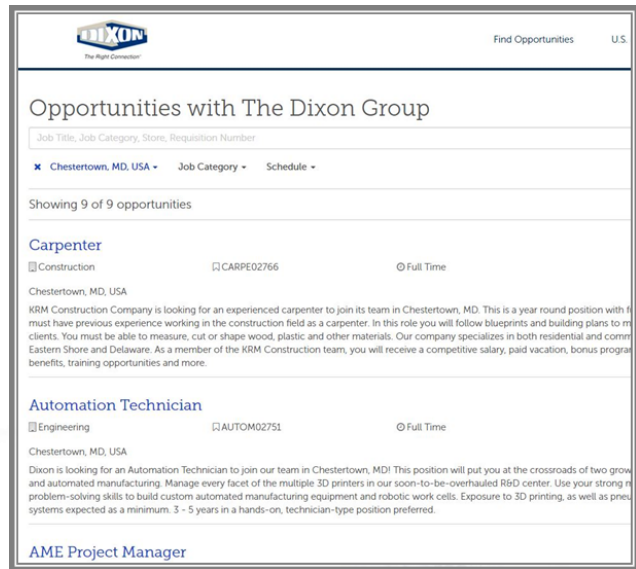
- Click our Career Opportunities link to view all of our current job openings.
- Narrow down the results to your location to view available jobs near you.
- Click on the job title to learn more.
- Once you find the right position, click apply now.

## How to Complete the Application:

- Fill out the application in its entirety.
- Answer all of the questions honestly and complete the education section
- *It is recommended that you attach a resume with your up to date work history and qualifications. If you choose not to, please complete the work history section.*

## What to Expect:

- ⇒ Your application will be reviewed by one of our recruiters as soon as possible.
- ⇒ If you meet the qualifications and ideal skillset for the position, a recruiter will reach out to have an initial phone conversation to learn more about you and share more details about the job and our company.
- ⇒ Following this conversation, our recruiter will share your information with the hiring manager for the position, and if you are one of the top candidates selected, the recruiter will schedule a face to face interview.



**If you are not selected, please do not be discouraged. This can be a competitive process and while your skills may not be the best fit for the role you applied for, remain confident that you will find a position.**



## Interview tips:

- Arrive early to the interview.
- Leave your phone in your car.
- Research the Company and prepare questions.
- Dress for success.
- Practice answering common interview questions.
- Tie your answers back to your experience and skills.
- Respond to any questions truthfully.
- Prepare a list of references if you have not yet provided one.
- Send a personalized thank you note after the interview.
- Engage with the interviewer.
- Envision yourself working here, is it the right fit for you?