

# Our Initial Screening Process

100

Percent of our applicants complete this step.



## Online Application

Applicants are asked for basic information: name, phone number, email, and resume. Applicants are also given access to a list of open positions to which they can note their interest.



## Pre-Application Phone Interview

Our staff reaches out to all new applicants to gather preferences, education background, and work experience. The interviewer notes additional information about attitude and personality before passing the candidate on for review.



70

Percent of our applicants move on from this step.



60

Percent of our applicants continue after this step.



## Interview and Testing

If a candidate is called in for this step of our process, he or she will begin by completing a full application and general written test. Then a manager will meet with the applicant to gain additional insight into his or her background, skills, preferences, and personality. Many applicants are also tested on various computer skills at this stage.



## Reference Check

After an applicant completes the in-person interview, his or her information is passed on to the reference check stage. At this stage, we obtain at least two supervisory references – often more!



50

Percent of our applicants pass this stage.