

# **Our Recruiting Process: What to Expect**

At Ziegler, we believe in transparency and ensuring a smooth experience for all applicants. Here's a step-by-step overview of our recruiting process to help you understand what to expect:

# 1. Application Submission

Once you find a role that matches your skills and interests, submit your application through our online portal on our website.

## 2. Initial Screening

Our talent acquisition team will review your application to assess your qualifications and experience. If your profile matches our requirements, we'll reach out to schedule an initial phone interview.

### 3. Phone Interview

During this call, we'll discuss your background, skills, career aspirations and pay expectations. This is also an opportunity for you to learn more about our company culture and the role you applied for.

#### 4. Assessment

Depending on the position, you may be asked to complete a skills assessment or project. This helps us gauge your abilities and how you approach tasks relevant to the role.

#### 5. In-Person/Virtual Interview

Successful candidates from the phone interview will be invited for an in-person or virtual interview with the hiring manager and possibly a team member. This stage allows up to dive deeper into your experience and how you fit with our team.

#### 6. Final Interview

For some roles, there may be a final interview with senior leadership. This is your chance to ask any remaining questions and for us to ensure you're the right fit for our company.

#### 7. Offer

If you're selected, we will extend a formal offer. We'll discuss the details of the offer, including compensation, benefits and pre-employment screening requirements.

## 8. Pre-employment screenings & Onboarding

Once you accept the offer, our HR team will guide you through the pre-screening process – including a background check, drug screening, and if required, physical, physical abilities testing and motor vehicle report (MVR/driving record). Once cleared, we'll reach out to determine your start date and onboarding, ensuring you have everything you need to start your journey with us.

