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## **EMPLOYMENT AT COFFMAN ENGINEERS**

We understand that the employment process can be a time of stress and uncertainty and we hope that the information below will answer your questions about our process. Feel free to call if you need additional information.

### **Step One – Processing Your Resume**

Once you have applied for employment at Coffman Engineers, you will receive an automated email through our online application system confirming that we received your information. Our Human Resources (HR) Department will process your information and give it to the Hiring Manager for review, if appropriate. This step is usually the longest in the process, since we receive a large volume of resumes and our managers are busy people. It is not unusual for this step to take a couple of weeks, so please be patient.

We review every resume that we receive to determine whether the qualifications listed meet the minimum requirements of the position. Once we decide whom we wish to interview, we will either contact you for an interview or let you know that you were not selected.

Because we are an affirmative action employer, you will be given the opportunity to identify your race, ethnicity, and sex, as well as whether you are a veteran or an individual with a disability. (Your response is optional and has no bearing on future employment actions). Let us know if you need help or accommodations throughout our job application and employment selection process.

### **Step Two – The Interview**

If you are selected for an interview, we will contact you to set it up. If we require more information, you will be asked to complete a supplemental application. The supplemental application provides information that is not found on your resume or our on-line application and helps us in our decision-making process. In addition, your signature on the supplemental application is required before we can make an offer of employment.

We usually interview several candidates for a position and you may be called back for a second interview. At the second interview you will meet with anyone unable to meet you at your first interview, or you may just be asked for additional information about your past experience. Prior to the second interview you may be asked to complete a job preferences questionnaire (the Harrison Assessment). At that time, we will provide additional information about the questionnaire and process.

### **Step Three – The Offer**

Once we decide who we plan to hire, you will either receive an offer of employment or we will let you know that you were not selected. Depending on how many candidates we interview, this can take two weeks or more.

### **Step Four – Pre-employment testing**

If you accept our offer of employment, it will be contingent on passing our pre-employment testing which includes a background check, a drug test, a fit-for-duty test (if required by the position), and a motor vehicle report. *If you have a serious traffic violation (for example, a DUI), or several minor violations (for example, speeding tickets), you may be ineligible to drive on Company business. If the position that you have applied for requires driving, this may affect your eligibility for employment.* Let us know if you have questions about pre-employment testing.

### **Step Five – Your First Day**

We look forward to your arrival! Your first week will be a whirl of activity as you meet new people, set up your work area, and go through the new employee orientation process. We will be in touch to let you know what to expect on your first day. Feel free to give us a call if you have questions.

*Coffman Engineers is an Equal Opportunity and Affirmative Action employer. We use E-Verify as part of our new employee process.*