

## **Employment Search Tips**

- When applying for a job with Washington & Jefferson College, it is important to indicate the position of interest. This will assist the human resources staff in quickly routing your resume to the appropriate recruiter.

## **What to Expect**

- If the hiring manager requests an interview, you will be contacted by Human Resources. If you are not selected for an interview, you will receive notification that you are no longer being considered for the position.

## **What to Bring to Your Interview**

- Current Resume
- Current professional licenses or credentials (if applicable)
- Names and phone numbers for professional work references
- Letters of reference (optional)

## **Interview Process**

- Each candidate for a position must interview with the search committee and in most cases Human Resources for that position.

## **Hiring Process**

- Washington & Jefferson will conduct a criminal background check on all prospective employees.
- A current application must be completed as well.

## **Orientation**

- All new employees are required to attend an Orientation training session, typically within on the first day of employment.

## **Follow Up Interviews**

- Once you are employed for approximately 60 days, you will be invited to a follow up interview.