



## **YOUR SUCCESS IS OUR SUCCESS:**

### TAKING THE MYSTERY OUT OF THE INTERVIEW PROCESS

No doubt about it, the interview process can be stressful. This is often because there are so many unknowns. We want to make the process transparent so that we learn about each other quickly and thoroughly.

#### **Step 1: Research**

We have exciting opportunities at SBA! Search our locations for your next role. Learn more about us by visiting [www.sbsite.com](http://www.sbsite.com).

#### **Step 2: Apply**

You must apply online to be considered for any opportunity. If you do not see the perfect position, then [Connect With Us](#). You will receive alerts when new openings are posted.

#### **Step 3: Phone Interview**

We review applications for all of our opportunities, searching for great talent. If we see a good fit, we will contact you to participate in a phone interview. Be sure to prepare thoroughly for this interview, just as you would for an onsite interview.

#### **Step 4: Onsite Interview**

If you are successful over the phone, and if you are impressed with us, we will invite you to meet personally at one of our sites to learn more about SBA, the position and the team. Be ready to answer our questions about your career history, education and skills. We take the interviewing process as seriously as you do!

#### **Step 5: The Offer**

If you are selected, we will move quickly to bring you onboard. You will receive a phone call from us, describing our compensation and generous benefit package. We will follow up with a written letter.

#### **Step 6: Administrative Tasks**

Congratulations! You have earned the right to celebrate and so have we. Before your first day, you will be asked to complete some administrative tasks that may, depending on the country, include background and reference checks, a medical exam, and/or a drug test. Although the tasks vary by location and role, we organize them to make your first day exciting and productive.

#### **Step 7: First Day and First Months**

Starting a new job is exciting. There are people to meet, policies to understand, technology to master, brand guidelines to follow and perhaps a new industry to learn about. We accelerate your success and confidence by providing a rigorous onboarding experience. Within your first week, you will receive links to online learning to provide you with the knowledge you need.

