Hiring Process Steps

These are some of the most common steps in a hiring process. Please note that these steps will probably look different depending on the company our industry.

Step 1: Application

Most job applications will ask you to submit a resume and/or cover letter. Make sure to tailor them to the job description so that you stand out! Sometimes this is all a company might want from you. Other times, they will ask additional questions that might seem similar to questions you would get in an interview. For example, they might ask, "Why are you interested in our company?" or "What makes you a good fit for this position?" As you prepare your application materials, keep these things in mind:

- You should spend just enough time to show off your personality and/or passion while making sure they are error-free. You do not need to spend several hours on them.
- If you're submitting a video, make sure that it is accessible to anyone who tries to view it.

Step 2: Phone Screening

Before you complete a full interview, you might be asked to do a phone or video screening. These screenings are usually shorter than an interview, but they are just as important because they help the hiring manager decide whether to move forward with your application or not. Here are a few tips you can follow:

- You'll want to have your answer ready for the prompt, "Tell me about yourself."
- This is the first time the hiring team will see your face and/or hear your voice. Make sure you show your excitement and focus on the way you present yourself.
- Send a thank you email to everyone who was a part of your screening. It may have been short, but you should still thank them for their time and the opportunity to learn more about the position and company. This will help keep your name top of mind.

Step 3: Work Samples/Task Interviews/Role Play Interviews

More and more companies are requesting additional steps during the interview process, such as work samples, tasks interviews, and role play interviews. These additional steps take more time, but they allow applicants to demonstrate their skills rather than solely measuring them based on their past experiences and education. Here are some things to consider:

- When selecting a work sample, you want to be proud of the content and formatting. Make sure you've proofread it for any typos.
- When submitting work samples, make sure that the document is accessible to anyone who tries to view it.
- If you're asked to complete a task, bring your creativity. The purpose of a task interview is to see how you think in the allotted time. Work tasks shouldn't take more than 1-2 hours. If they do, the company should be compensating you for your time.
- Role plays can feel awkward so it's best to relax and focus on getting into the mindset of someone who already works in the position you're applying for. The purpose of a role play interview is to see how you might act in similar situations.
- Remember that these are opportunities to demonstrate who you are and why you're a great fit! The more you can keep a positive attitude and trust the process, the better you'll do.

Step 4: Interview

Read the article Interviewing Worksheet to prepare for the interview process. As you prepare, keep these things in mind:

- Interviews may be with one person, multiple people at a time, or multiple people at different stages of the interview process.
- Send a thank you email to each person you spoke with during the interview process. This will show everyone how much you value their time and consideration.

Step 5: Reference Check

Most companies will ask for 1-2 references as one of the last steps of the hiring process. Here are a few tips you can follow:

- Ideally, a reference should be someone who directly supervised you AND thinks highly of you. If they only have neutral feelings about you, it could hurt your chances of getting the job offer.
- Before you submit someone as a reference, you should let them know and provide them with a summary of the position and a reminder of how your experience and skills are a good match. This can serve as a cheat sheet when they have a conversation with the hiring manager.
- Be sure to send your reference a thank you email in order to maintain a positive relationship with them.

Step 6: Offer

Congratulations! You've received a job offer. We recommend taking the following next steps:

- Do not accept the offer immediately. You should find out how much time you have to officially respond.
- Be sure to read the offer letter carefully and ask any questions that you have.
- Do some research about the salary that you were offered. Glassdoor is a great website to use when you want to compare salaries for similar positions in the same area. Depending on what you find, consider asking for a higher salary. The worst thing that can happen is that your potential employer will say no. They will not take away your offer because you tried to negotiate your salary. Here's an example of an email that a Rivet School graduate sent after receiving an offer for $65K. After sending the email, she was offered $70K:

  Dear [Hiring Manager Name],

  Thank you for offering me the Leave Administrator position at XYZ Company. I am extremely grateful and excited for this opportunity. Before I came to XYZ, I worked hard to earn my Bachelors Degree and leverage my experience in business operations.

  While researching Bilingual Leave Administrator positions that require a BA, I found that most are listed in the $70k-$74k range. Would it be possible to land close to or in that range for this position?

  I truly believe my skills and experience make me the best candidate for this position, and I'm excited to join such a great team. Please let me know you'd like to discuss this offer in person. Thank you so much.

  Respectfully,

  [Fellow Name]

- Consider taking some time off before you start your new job. It can be tempting to start right away,

especially if money is tight, but remember that it's important to start your new job with a clear head. This might mean taking a few days or weeks to reset.