

# OUR HIRING PROCESS



We have an unwavering belief that all people deserve the opportunities provided by living in healthy communities.

At Cinnaire, we invest heavily in our team and put sincere effort into making sure our staff, to a person, align with our core values and mission. This effort results in our dynamic, high-functioning and passionate culture. Our three-step hiring process ensures that new team members align with our culture and are a good fit for the job and, at the same time helps you decide if Cinnaire and the position are right for you. Here's how the process works.

- Analysis to Synthesis
- Intellectual Agility
- Perseverance
- Resource Optimization
- Insight to Action
- Big Picture Perspective
- Diversity Awareness
- Customer Focus
- Self-Development
- Leadership Development
- Leadership

## 1 CALL WITH THE HIRING MANAGER

During this 30 – 45 minute phone or video call, the hiring manager will describe the position in detail and you'll discuss your qualifications and experience for the role. Take this time to ensure you're clear about the position, our industry, Cinnaire's culture, and the specifics of the job.

## 2 THE INTERVIEW

Our interview process lasts about 60 minutes and includes a series of behavioral based interview questions, which are focused on how you handled real situations in your past or current work experiences. We recommend that you structure your answers to these questions using the STAR method, in which you describe a specific Situation, Task, Action, and Result. This helps you explain in a simple yet powerful way how you handled specific work situations and challenges. At the end of the interview, you'll have the opportunity to ask any questions you may have.

Participants in your interview will include the hiring manager, a representative of our human resources division, and potentially one or two other members of the hiring manager's team.

## 3 THE ASSESSMENT

Our third-party consultant, Plante Moran, will schedule you to complete a series of online cognitive skills and personality tests and you will also meet with a Plante Moran organizational development professional for a one and a half hour interview. The assessment process will move as quickly as your schedule allows.

*The size of the candidate pool may be reduced during the process so not all applicants complete all three steps. Employment offers are contingent on a satisfactory background check.*