



Our Hiring Process

Bluewater Human Resources Department



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Our Hiring Process

Looking for job can be a nerve-wracking experience and often you feel like your information goes into a black hole never to be seen again. At Bluewater, we want to make the experience as pleasant as possible while still gaining the information we need to make an informed hire. We think of our employees as family, so we use this time to make sure that the individuals we bring on will fit in to our culture of caring and helping each other. For all open positions all applicants are carefully screened, and your information is read by an actual person. Please note that some of our positions are not actively open but we are collecting information on those who might be interested in the future. It is clearly indicated at the top of the job posting if we have current openings or are just taking information for future needs. Active positions will take precedence over the ones where there may be a future need. For the future need positions, you may be contacted when the need arises.

So, you've submitted your application now what? The following information will help you to understand what our hiring process is and what you can expect at each stage. Timelines may vary from two weeks plus depending on the urgency for the hire.

1. **Application Process:** To join the Bluewater team, start by searching our Careers site and applying for the role(s) in which you are most interested. During the application process you will set up an Applicant Profile. Your email will be used as your username, and you will be asked to set up a password. Login to your [Applicant Profile Page](#) at any time to see the status of your application(s).
2. **Application Review Process:** Once you have applied, your resume and application will be reviewed by one of our recruiters. For roles we are actively recruiting for these are looked at daily. Those who have the qualifications we are looking for are sent to the Hiring Manager for initial review. If you are selected to move forward in the process, you will be contacted to set up an initial phone screening. Often the competition for positions is very high so we do have to be selective in who moves forward. Only those that most closely match the skills and qualifications we are looking for will be invited to move forward. Anyone not selected will be notified via email.
3. **Phone Screening:** If you are selected to move forward in the process you will be contacted and set up to speak to one of our recruiters via a brief phone screening. This is your opportunity to find out more about the position and highlight how you would be the right



choice for the job! After the phone screenings are completed with the candidates, those chosen to move forward will be invited into the formal interview process.

4. **Interview(s) Process:** There are multiple steps to the interview process at Bluewater. If you are selected to move forward in the interview process you will be contacted to set up your first interview. The following is a listing of the possible interviews that may be had. Please note not every position will go through all these steps so adjustments maybe made based on the position.
 - a. **Someone in that Role or a Similar One:** Candidates may be asked to have a phone conversation with someone in the same or similar role applied for. This is a wonderful opportunity to learn what a “day in the life” is like.
 - b. **Hiring Manager:** Typically, this is done via phone at first but if you are local to one of our offices you may be asked to come in for a face-to-face interview. The hiring managers will be asking key questions around your work experience, how it relates to what they are looking for and why you think you would be right for the job.
 - c. **Practical Assessment or Sample Work:** For some of our positions, such as Functional Consultant and Project Manager, you may be set up for a practical assessment where you are given real client examples and asked to provide solutions. Sometimes these are done in a Learning, Talent Management or Human Capital Management portal. You’ll be given a few days to get the work done and present back to the Hiring Manager what your findings are. Other positions, such as Marketing, you may be asked to provide samples of your previous work.
 - d. **Next Level Manager and/or Leadership Team:** If you are selected to move forward you will be set up to speak with the next level manager for the practice you will be working in and/or members of our leadership team. If you are local to one of our offices this meeting will be in person, otherwise it will be via phone.
 - e. **CEO:** The final candidates will have an opportunity to speak with our CEO. This is a wonderful opportunity to ask questions about the company, where we are going and get a true understanding of who we are as an organization.
5. **Final Selection and Offer Process:** Once all the candidates have been through the formal interview process, internal discussions are had with the hiring committee for that position. Once a final decision is made on who to extend an offer to the Hiring Manager will call the selected candidate and make a verbal offer including salary and start date

conversations. If everyone agrees, a formal written offer will be sent to the candidate via DocuSign. The CEO will sign the offer first then it will route to the New Hire for electronic signature.

6. **Background Check:** All offers are contingent upon the successful completion of a background check. Once the offer has been accepted the New Hire will receive a link from Hire Right to start the Background Check process. This typically takes just a couple of days to complete.

In all steps of the process candidates not selected to move forward will be notified either via email or phone.

Onboarding

Once the offer and background check have been completed the onboarding process begins! You will be notified of what to expect your first day along with receiving meeting invitations for your first day to get all your new hire and benefits paperwork completed. Prior to your start, your new manager will also be working to get your Onboarding Plan put together, so you'll have information day one on what your initial first few months will be like.

