**Application Process**

Note: The process will be different for most jobs.

Thank you for your interest in the Production Manager position. Below you will find a short description of the steps in our selection process so you will have an understanding of each step. We suggest you make a note of this document or print this page for your future reference.

In our selection process we want to accomplish two things:

You get the opportunity to discover if our team and this position is a good fit for you. We have given you some information already, but we will continue to inform and answer your questions,

 We get the opportunity to discover if you are a good fit for our team and this position. We know your discovery processes is very important to you, so we promise we will provide you all the information you need to make an informed decision about us, and we will be doing the same.

Our complete 10 Step selection process normally takes anywhere from 1 to 3

weeks, but can take longer. However, we know you have time parameters, so our goal is to move as quickly as possible.

**Step 1:** Chose to Apply: Congratulations - you have already completed Step 1 when you chose to apply for this position.

**Step 2:** Interest Questionnaire: After you read this page you will click "Continue Application" which will take you to a short questionnaire with 5 questions. This questionnaire should take about 15 to 20 minutes to complete. We call is an "interest questionnaire, because it is asking about your interest in the position and us, as well as what is your ideal. After you complete the questionnaire you will be asked to send us your resume to customerservice@kidsfit.com

**Step 3:** Complete Application: You will be asked to complete our application. And submite online.

Management Review: Within 2 business days of receiving your application we will review your completed questionnaire and application and then send you an email indicating our desire to continue our conversation. If we wish to continue you will receive an invitation to complete the final questionnaire.

**Step 4:** Final Questionnaire: This questionnaire has 15 questions and will usually take anywhere from 45-60 minutes to complete. These questions are directly related to the key accountabilities of the position.

Management Review: At this time we will have enough information to complete our initial screening. We will review the information up to this point and be back in touch with you within 2 business days after you completing the questionnaire. When we contact you via email we will indicate our interest to continue our conversation. If we both have an interest in continuing our conversation we will schedule a phone call with you. Company Note: Here you will have to decide if this is email set-up, scheduling app set-up, or assistant phone call to set up.

Note: From the time you applied for the position to this point is normally no more than 5 days, if you have completed the items when received. Company note:

Usually a week or less.

**Step 5**: Phone Call: The purpose of this call is for both you and <<Company>> to have a first conversation. This call is not intended to be a first interview, but more about just getting to know each other better. There will be an opportunity for each of us to ask a couple questions of the other which will help each of us decide to continue the conversation.

Management Review: Within 2 business days of the phone call you will receive an email indicating our interest in continuing our conversation and the link to our assessment that is benchmarked to the job.

**Step 6:** Assessment: In the email indicating our interest to continue our conversation will be a link to the assessment that is specifically designed for assessing your fit to this position. This assessment is important for a number of reasons, here a just a few:

**Job Fit:** We believe it is very important for you and <<Company Name>> to match the job to the individual. This helps ensure success for the employee and the company.

Management Review: Within 2 business days of you completing the assessment you will receive an email indicating our interest in continuing our conversation. At this time we will connect with you to set a date and time for the 1st interview.

**Step 7:** 1st Interview: This face-to-face interview will be performed for all final candidates.

Management Review: Within 2 business days of you completing the 1st interview you will receive an email indicating our interest in continuing our conversation. If you are chosen to continue the conversation this will indicate you are a final candidate. Since there will be other interviews occurring at this time we do not have a firm period of time before you will be contacted for scheduling of the final interview. However, it is important for you to know our interest is to

accomplish this as quickly as possible. Once all interviews are completed we will connect with you to set up your testing.

**Step 8:** Testing: Before hire we require drug testing and background checks

**Step 9:** Final Interview

**Step 10:** Offer