

# OUR HIRING PROCESS

**Our career opportunities are updated daily, so be sure to check back regularly for new postings or set up a job alert so that you are notified of new openings. You can also email a job posting to a friend!**

*Here is what you can expect during the hiring process:*

## GETTING STARTED

Click “Apply now” to complete your profile on our job seeker database. This allows you to save jobs and searches, update your information, and apply for positions. An updated resume will assist you in completing your online application. This is the fastest and most reliable way to be considered for any of our positions.

Search our open jobs for positions of interest. When you find a position you are interested in, review the job description and confirm that you meet the requirements for the position. Interview selections will be based on your qualifications.

You will receive an [email confirmation](#) once your application has been successfully submitted.

## INTERVIEWING

If your experience and skills potentially match our hiring needs, a member of the Talent Acquisition team may contact you to begin the interview process. This can happen several weeks after you apply. You will work with a recruiter to schedule an initial conversation.

This initial contact will enable the recruiter to gather more insight about your work experience, as well as provide you with more information about Signature and the position. We encourage you to ask questions throughout the process and learn more about who we are to assure the right fit.

You may be scheduled for additional phone, video, or in-person interviews. Depending on the role, you may be asked to attend more than one interview. We want your interview experience to be informative and engaging. After you complete the interviews, the hiring manager and recruiter will confer and assess all the candidates. The hiring decision may take some time, especially when there are multiple strong candidates, but we try to move as quickly as possible. A member of the Talent Acquisition team will be available throughout the process to discuss next steps and expected timing.

Once we have selected the best qualified candidate for the position, Human Resources will contact the candidate with an offer. Those candidates who have interviewed and are not selected will be notified.

**THANK YOU FOR CONSIDERING SIGNATURE BANK.**

