



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 and on how well you answer our selection questions.

You will receive an **email confirmation** once your information has been successfully submitted.

INTERVIEWING

If your experience and skills potentially match our hiring needs, a member of the Staffing team may contact you for a telephone screen. This can happen up to two weeks after you apply. If you have a time conflict, reschedule the phone screen for another day with your recruiter. We understand we may have called you at a time that may not be convenient. The phone screen is very important. **Don't miss your opportunity!** The phone screen can last from 20 to 30 minutes.

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 asked to come in for an in-person interview. Depending on the role, you may meet with multiple Signature employees, or be asked to attend more than one in-person interview. We want to make your interview experience informative and engaging. Following the interview process, all candidates will be assessed. The hiring decision may take some time, especially when there are multiple strong candidates. A Signature recruiter 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 AS YOUR
PROSPECTIVE EMPLOYER.**