



### Frequently Asked Questions

#### Q: How does the West hiring process work?

A: Our hiring process works as follows:

- **Register** – Create your Careers user name and password by clicking on “Search Openings” and then “Register Here.” Select “My Profile” and complete your contact information.
- **Online Application** – Identify and apply for the job(s) that interest you and that match your experience and education. Review and update your candidate profile. Be sure to SUBMIT your application when completed to ensure it goes into the system. The system displays a message acknowledging your application and sends an email confirming the receipt of your application.
- **Screening/Interviewing** – A West recruiter will review your resume against job requirements. You may be contacted by a recruiter who will gather more information or schedule an interview.
- **Reference Checks and Background Verification Process** – For certain positions, West conducts reference checks and background verification as part of the employment process.
- **Job Offer** – If selected for the position you will be contacted by the recruiter to discuss the terms of your offer and start date.

#### Q: How do I create my profile?

A: Visit [Search Openings](#) and click on “Register Here” to complete your login. Once logged in, click on “Edit Profile” under My Career Tools and follow the prompts.

After registering, you can submit your candidate information in three ways:

1. Attach a resume/C.V., which auto-populates your personal information
2. Copy and paste a resume/C.V., which auto-populates your personal information
3. Create a resume/C.V. using our online builder

Select the method you prefer, then click “Save and Continue.”

You will also have an option to indicate job preferences, education and work experience and how you found out about West career opportunities.

#### Q: What is a Basic Search?

A: Please be sure to use the “Next” and “Previous” buttons to view all posted jobs, as only five jobs will display at one time.

A basic search allows you to search the jobs database for job openings using a keyword search and/or the time frame of when the job opening became available. *We highly recommend using the Advanced Search feature for more accurate job*

*search results.*

\* Important Note: The search defaults to job openings posted within the last month. To increase the search results, select “Anytime” in the search options field.

**Q: What is an Advanced Job Search?**

**A:** An advanced search allows you to search the jobs database for job openings using a wider selection of criteria. You can narrow the results to create a more custom job search. By using Advance Job Search, you can search for open jobs using keywords, locations, job families, job opening ID# and other helpful fields.

\* Important Note: The search defaults to job openings posted within the last month. To increase the search results, select “Anytime” in the search options field.

**Q: Can I save my search criteria to use in the future?**

**A:** Yes. After entering in your search criteria, click on “Save Search.” Name your search for future reference and quicker searches. Click on “Save Search” to complete the process. You can access this, and all saved searches, in the future by logging in to your profile and selecting My Saved Searches.

**Q: Can I be notified when new job openings are posted that match my search criteria?**

**A:** Yes. When saving your search for future use (see Q&A above), you have the option to select “Use As Job Agent.” By selecting this function, you are asking to be notified when any new jobs are posted that match your set criteria. If you would like to receive email notifications when new jobs become available, check the box next to “Use As Job Agent” and enter a valid email address in the field next to “Send Job Agent notification to:” and you will be set up for notifications. You can opt out of notifications at any time.

**Q: Can I apply without identifying a job opening?**

**A:** Yes. West recruiters will be able to view your application and/or resume/C.V. and determine a possible fit for a future job opening, but you are more likely to get visibility and consideration if you apply directly to a specific opening. To apply without identifying a job opening, select Career Home and click on “Apply Without Selecting Job.”