

- Frequently asked questions:

- **What's the best way to submit my application?**

We prefer to receive applications electronically via email. We prefer that you fill out the General Application – you'll find on our website AND submit your resume.

- **Will my application be treated confidentially?**

Yes, we will treat your application with full respect and confidentiality. Initially, one of our recruiters and the hiring manager for the position will confidentially review your application. If they agree that you should progress to an interview and they have a need for your services, they will share your application with an interviewer—also a Hanna Brothers employee trained in our recruitment processes and confidentiality requirements. In fact, all Hanna Brothers employees sign a Non-Disclosure Agreement that covers our policies about confidential information. You may also be asked to sign a Non-Disclosure Agreement; this will enable us to discuss compensation, business strategy, or other confidential information with you. If you are not hired for this particular job, we will retain your personal information and contact you again only if you give us permission to do so.

- **Do you check references?**

Yes, we may perform extensive reference and educational qualification checks at any point in the recruitment process.

- **Does Hanna Brothers do background checks?**

Yes, we perform background checks on all new hires before their start date. A typical background check will verify employment and education and include a criminal record check. For certain positions, we may also perform a credit check, drug testing, and check Motor Vehicle Records.

- **How will I be evaluated for a job at Hanna Brothers?**

We will carefully assess your application, resume/CV, and experience related to the job for which you're applying. We'll also consider you for other openings that might match your background and expertise. If

you are being considered for a job, a recruiter will contact you for an interview.

- **What is the Hanna Brothers interview process like?**

Our interview process typically begins with a phone screen from one of our recruiters. This is sometimes followed by a conversation with a member of the hiring team. The phone screen tends to focus on your experience and interests as well as skills.

Following your phone screens, you may be invited for final interviews either at Hanna Brothers or at a location near you. During these interviews—which last about 45 minutes each—you'll typically meet one-on-one with to two interviewers, who might be peers or managers, over the course of a day. We like to reach a decision on applicants within five business days, but your recruiter will let you know more specifically when you can expect to hear the result.

- **Do I need to speak English fluently to work at Hanna Brothers?**

English is the language we use to conduct business around the world, though you may also need to be fluent in the local language(s) of the country(s) in which you work.

