



# frequently asked questions

about how we hire

# Searching for Jobs

## How do I search for jobs?

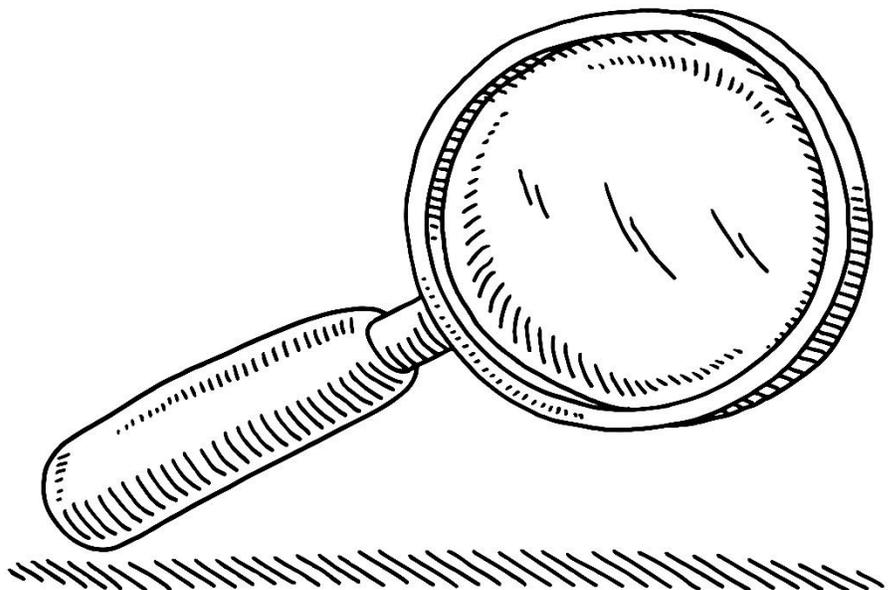
All job openings are posted online at [www.hnicareers.com](http://www.hnicareers.com). Use the search filters on the left side of your screen to narrow your results. If you'd like more information, click [here](#) to view a 90-second video on how to search and apply for jobs.

## What if I search for jobs, but there are no results?

Unfortunately, this means there are no current openings matching your search criteria. Consider broadening your criteria, or try again soon—our job postings are updated regularly based on new positions that become available.

## Can I send you my resume to keep on file, without applying for a specific job?

At this time, we do not review resumes without a submitted job application. Please visit [www.hnicareers.com](http://www.hnicareers.com) to submit your resume and application for a current job opening.



# Applying for Jobs

## Can I apply using a paper application?

Unfortunately, we no longer accept paper or faxed employment applications or resumes. Our application process is conducted at [www.hnicareers.com](http://www.hnicareers.com).

## How can I confirm my online application was received?

After submitting your application online, you will receive a confirmation email. If you haven't received this email within a few hours of applying, please check the Spam or Junk folder in your email program. Sometimes email software misinterprets our application confirmations as spam.

## Can I apply for more than one job?

Absolutely! We encourage you to apply for multiple jobs if they match your skills, experience and interests. Because our pre-screening questions and skills are specific to each position, we ask you to submit a new application for each job you are interested in. This ensures the right information gets to the right hiring team as quickly as possible.

## What are your employment eligibility requirements?

The minimum qualifications for each position are outlined in the online job posting. These are the skills, knowledge and capabilities we consider to be minimum requirements for the job. Please review these criteria before you apply to ensure the position would be a mutual fit.

We also require applicants to pass a pre-employment drug screening and background check prior to joining our team. Depending on position, other pre-employment screenings may also be used.

## Why can't I attach my resume to my application?

If you have a resume, don't forget to attach it to your application. When uploading your resume and/or cover letter, be sure to remove any special characters (&, \$, @) from the file name to ensure a quick and easy upload.

## **Why do you ask for personal information (gender, ethnicity, veteran status and disability status) during the application process?**

Many of HNI's operating companies are required by federal regulations to request this information. We support diversity, but do not use personal information such as your gender, race, ethnicity, veteran status or disability status to make hiring decisions. We are simply looking to hire the best person for the job.

## **I submitted my application, but I haven't received a response yet. What should I do?**

First, double check you successfully submitted the application. If you received an email confirmation after applying, it means we received your application. (Be sure to check your Spam or Junk folder if this note is not in your email inbox.) If you received the confirmation email but still haven't heard from us, it's possible we are still reviewing candidates. We work diligently to reply to every applicant in a timely manner, but sometimes an unusually high volume of applicants can delay our response. Please be patient and don't worry; it may take some time to hear back from us. If a significant amount of time has passed without a response, contact us at [hnicareers@hnicorp.com](mailto:hnicareers@hnicorp.com) for an update.



# Selection Process

## What qualities do you look for in candidates?

We look for a range of technical skills and qualifications that vary based on position. We also look for candidates who exemplify our culture, vision and values. People who tend to be successful here are:

- Authentic, down-to-earth and open to feedback
- Hard-working and committed to excellence, always setting high standards and expecting the best in their own work and in others
- Proud of the good work they do, but always seeking a better way
- Solutions-oriented, with a humble, collaborative approach to resolving tough challenges
- Prepared to be accountable for personal and company success
- Willing to drive their own careers, with support from leaders
- Curious, with an appetite to always be learning, growing and making things better
- Big-picture thinkers who understand how their job contributes to company success

## I was not selected for the job I applied for. What should I do now?

First of all, thank you for the time and energy you invested in applying for a career opportunity with us. Please don't be discouraged. There are many possible reasons why you may not have been the right fit for a specific position, but don't let that deter you. We encourage you to continue searching for opportunities that match your knowledge, skills and abilities. If you were interviewed during our selection process, your recruiter may be able to provide specific feedback to help you understand our selection decision, and might even be able to help you navigate other opportunities within our organization that may be a better fit.

