



recruitment process

applying, interviewing & joining our team

Step 1: Search & Apply for Jobs

Searching for Jobs

All job openings are posted online at www.hnicareers.com. The full list of jobs appears in the center of your screen. Click *Next* at the bottom of your screen to page through the entire list of jobs. To narrow the list, use the search filters on the left side of your screen, and click *Search Openings*.

HNI HNI Careers Careers at HNI

Search

View by Division: All Divisions

View by Location: All Locations

View by Category: All Categories

View by Type: All Types

View by Shift: All Shifts

SEARCH OPENINGS **RESET** **ADVANCED SEARCH**

Welcome to HNI's job search page! All current job openings are posted below. To narrow the list, please change the search filters on the left side of your screen and click "Search Open Jobs".

Search Results

Please review the results below. To view job details, click on "EXPAND DETAILS" next to each item. To see the full job description and posting details, click "View more details". To go directly to the application for a job, click "Apply for this job".

Total results: 14 - Showing 1 to 10 Display per page: 10

Utility	EXPAND DETAILS
Associate Product Business Manager	EXPAND DETAILS
Manufacturing Engineer - Panel Plant	EXPAND DETAILS
eMarketing Manager: Commercial & Mobile	EXPAND DETAILS
Procurement Analyst	EXPAND DETAILS

Click the orange *Expand Details* button next to a job to read more. To view the entire job posting, click *View more details*, or simply click *Apply for this job* if you're ready to start your application.

Utility **EXPAND DETAILS**

[Apply for this job](#) [View more details](#)

Step 1: Search & Apply for Jobs

Applying for Jobs

The system will prompt you to indicate whether you are a current HNI member. Please choose whichever orange button applies to you.

If you are a new candidate, please click the button below in order to apply to this job:	If you are currently a HNI Member, please click the button below to apply:
	

You will be directed to the online application. Simply follow the on-screen instructions to complete and submit your application. A few tips:

- To see a 90-second video about how to apply, click [here](#).
- When completing your application, please notice some fields have formatting requirements (for example, phone number).
- We recommend keeping the file names of any uploaded documents (such as your resume or cover letter) short and free of special characters and symbols. This ensures a quick and easy upload.
- If you get stuck or have trouble during the application process, please feel free to email us at hnicareers@hnicorp.com, and we'll do our best to assist you.

After submitting your application, 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.

Step 2: Selection Process

Application Review

After receiving your application, our recruiters will review your qualifications and contact you by phone or email regarding the status of your application. We strive to complete this process as quickly as possible, but sometimes an unusually high volume of applicants can delay our response.

Interview

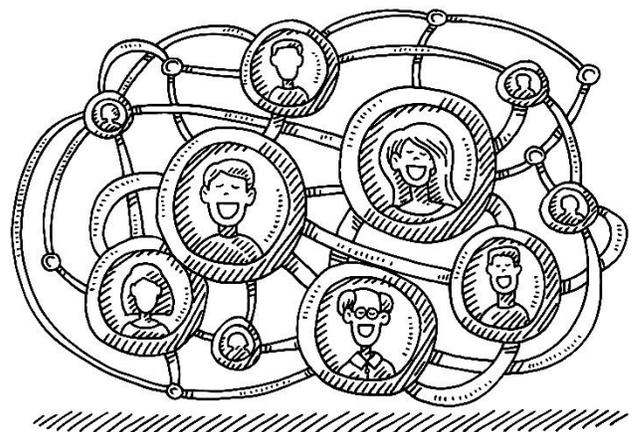
If you are selected for an interview, our team of recruiters will contact you to schedule a convenient time to meet. Often, we will ask you to complete an initial brief telephone interview before coming onsite to meet with our team, but for certain positions we may skip the phone discussion and meet with you in person first. Your recruiter can provide more information.

We will always do our very best to make the interview process efficient. At times, to ensure the position is a mutual fit for both you and HNI, we may ask you to participate in multiple rounds of interviews. Remember—your interview is a great time to highlight your qualifications, and also to learn more about our company. Please don't hesitate to ask us questions during your interview, so you fully understand the position and what it's like to work here. If you'd like more information about our interview process, including tips for a successful interview, feel free to review our Interview Tips document [here](#).

Offer

The next step in the recruitment process is the offer phase. If you've made it to this phase, congratulations! The recruiter you've partnered with will call you to explain the offer for your position.

Around this time, we will also ask you to complete some pre-employment checks, which are explained on the next page.



Step 3: Welcome to the team!

Pre-hire checks

Congratulations on joining the team! Before your hire date, we will ask you to complete a pre-hire background check and drug screening, which you must pass successfully before your hire date.

Onboarding

There may be some onboarding steps for you to complete before your hire date. Your HNI recruiter can provide more information. Once you arrive for your first day of work, we'll make sure you understand your new position and how it contributes to the goals of your department and company. We'll talk you through any required action steps, such as forms you need to complete, training you should take, and how to enroll in benefits if you are eligible.

Questions?

If you have questions that aren't addressed in this document, we recommend contacting the HNI recruiter you've been working with.

