

Hiring Procedures

- * Resumes for all positions are collected by the Human Resources Department and screened for eligibility.
- * Resumes of qualified candidates are directed to the Hiring Manager for review.
- * Applicant interviews are scheduled by Human Resources and conducted by Human Resources and the Hiring Manager.
- * Human Resources and the Hiring Manager discuss the interview and consult on the selection of the candidate.
- * Human Resources extend a verbal offer to the candidate, followed by an offer in writing.
- * The employment offer is contingent upon a satisfactory verification of education, criminal convictions, prior employment, credit history and bondability)
- * Upon acceptance of the employment offer, candidates must furnish evidence that he/she is entitled to work in the United States and complete a satisfactory drug screen.
- * Those candidates interviewed will receive a letter notifying them that a successful candidate has been hired.
- * Job postings are removed from Southeast Corporate's website as positions are filled.
- * Job postings are added as positions become vacant
- * Any applicant desiring consideration for another position should submit a new resume for the open position.