

## Frequently Asked Questions

Thank you for your interest in employment with ContiTech, a division of Continental Corporation. ContiTech has contracted with Select International to ensure that the hiring process is fair and accurate. ContiTech's expertise is making rubber products, while Select International's is the application process. As a human resources consulting firm, Select focuses on helping companies with their hiring needs. We are acting on ContiTech's behalf to ensure that the hiring process is fair and accurate in meeting all government regulations.

There are several steps to the hiring process; you will be contacted through each step of the process. We use automated phone calls and email to contact you. Please make sure you keep your contact information up to date.

### **1. What jobs are available on this website?**

Select International assists in hiring for entry-level hourly production.

### **2. What if I do not have an email address?**

Although not mandatory at this time, our first method of communication is through email. There are many companies that offer a free email address. You can also give a current email address of a friend or family member. Let them know in advance so they will know to give you the information. It is very important we have your current email address on file. If your email address changes, please update it at [www.contitechtest.com](http://www.contitechtest.com) following the link to the status webpage.

### **3. What type of benefits and compensation does ContiTech offer?**

Each location offers different benefits and compensation. Please choose your location and position to find out the specifics.

### **4. I do not see an open position at the location I desire.**

Online applications are accepted based on the needs of each individual plant. Please check back periodically if your desired location is not accepting online applications at this time.

### **5. I have already applied for an hourly position. How long after I complete my application do I have to wait until the next step in the process?**

Due to the high interest in employment opportunities at ContiTech, the selection process is very competitive. Therefore, it can take several months or longer to progress through the hiring process, depending on the specific needs of the plant. We thank you in advance for your patience during this process.

### **6. What is the next step in the hiring process?**

After you complete the online application, your information will remain on file at Select international for up to one year. If you are eligible to move forward, you will be contacted via e-mail or telephone. For this reason, it is very important that you keep your contact information current by going to [www.contitechtest.com](http://www.contitechtest.com) and following the link to the status webpage. You can find your status as well as update your personal information on this site.

1. Application—Initial Internet questionnaire
2. Online Assessment – An extension of the internet questionnaire. This assessment takes place in a classroom environment; you will be contacted to schedule the assessment. Any person using outside information to complete the assessment will be disqualified.
3. Phone Interview - Upon passing the Assessment, Select International will call you for a 30 minute phone interview.
4. Meet and Greet at the Plant - When a position becomes available that matches your background and skills, you will be invited to the plant for this final phase of the employment process. This would involve a tour of the plant, description of the position, benefits, pay, shift(s) available, and a detailed explanation of the safety regulations.
  - a. You may be offered a conditional job offer at this time.
  - b. All job offers are based upon your passing additional screens and background check.
5. You will be contacted through each part of the process as you are eligible to continue. It can take several months or longer to progress through the hiring process depending on the needs of the plant. We use automated calls and emails to contact you at each step of the process.

### **7. I received a call to schedule for an assessment. Can I self schedule online?**

Yes. To schedule your assessment please visit [www.contitechtest.com](http://www.contitechtest.com).

### **8. What if I cannot make a scheduled appointment?**

If you need to cancel or reschedule an assessment, please do so at least 24 hours in advance by going to [www.contitechtest.com](http://www.contitechtest.com). If you do not show up for a scheduled appointment and have not cancelled or rescheduled you will be withdrawn and need to reapply.

**9. Do I receive a reminder call for each step of the process?**

No, we do not give reminder calls for each step of the process. Please write down your appointments including time, date, and location for future reference.

**10. How can I check my status?**

You can check on your status at any time at [www.contitechtest.com](http://www.contitechtest.com) and follow the link to the status webpage. Please note: successfully passing through each step can take several months or longer, depending on your qualifications and ContiTech's hiring needs.

**11. Can I contact Select International regarding my status?**

Due to the high volume of calls, we encourage you to go to [www.contitechtest.com](http://www.contitechtest.com) and follow the link to the status webpage to get your status. At this website, you can check your status and update your personal information. Please **DO NOT CALL** the ContiTech Plant for your status or for assessment information.

**Thank you for your interest in ContiTech.**

9/2015