

# Application Process

## 1 Create Profile

The process begins when you create an online profile, post your profile to a specific position, or submit an application. You may apply for a specific job or for general consideration. You may also be asked to complete an online questionnaire/assessment.

**Timeframe:**

Expect an email communication upon application completion.

## 2 Profile is Reviewed

A recruiter will review your resume and completed questionnaire/assessment (if applicable). If you are one of the most qualified candidates for a position, we may invite you to participate in a telephone interview with a recruiter.

**Timeframe:**

You will receive a communication via email or telephone call within 8 business days.

## 3 Interview

Kimberly-Clark may invite the most qualified candidates identified through telephone interviews to participate in additional telephone and/or on-site interviews with other team members and leaders. During the interview process we follow the STAR model (situation, task, action, result) so please come prepared to share current or past work experiences within that framework.

**Timeframe:**

The recruiter will keep you posted on your status weekly via email or telephone.

## 4 Offer

If Kimberly-Clark determines that you are the most qualified candidate for the position, we may offer you a job.

**Timeframe:**

The decision process can take several weeks and your recruiter will keep you posted on your status weekly via email and/or telephone.

## 5 Pre-Employment Checks

Once you accept an offer from Kimberly-Clark, we will complete pre-employment checks – the type of checks will depend on what country you will be working for. When all pre-employment checks have been completed, you will start the onboarding process.

**Timeframe:**

Pre-employment checks, dependent on your country, can take 2-4 weeks. Your recruiter will keep you posted on your status weekly via email and/or telephone.

## 6 Onboarding

This is the final phase in the recruitment process.

**Timeframe:**

After your start date has been determined, expect your team leader to reach out to you 2-3 days prior to prepare you on where to go, what to bring, what to wear, etc.



Welcome ORIGINAL THINKERS