

## RECRUITING PROCESS

Your decision to apply for a job with one of the Altria companies is the first and, in many ways, most important step in the process.

### **There are 5 steps in our recruiting process**

#### **Step 1: Submit Your Résumé**

All résumés must be submitted online. If an accommodation is required to complete the application process, please call 1-866-256-4676. See [Résumé Preparation](#) for guidelines on preparing your résumé.

You should only apply to positions that match your educational background, skill set and experience. After you apply to a specific position, you will receive an e-mail containing a confirmation number. Your confirmation number should be retained for future reference. Some email clients (MS Outlook, Yahoo, Hotmail, etc.) have Spam or Junk filters. Please be sure to look for automatic notification in your e-mail Inbox and any Spam/Bulk/Junk e-mail folders as well.

#### **Step 2: Your Résumé is Reviewed**

Once your résumé is submitted, a recruiter will review your résumé. Due to the large number of candidate résumés we receive, only those candidates with skills and qualifications most closely aligned with position requirements will be contacted directly. You will not receive further notification if your résumé was not selected to move forward in the process.

#### **Step 3: Initial Screening Conversation**

If you are one of the candidates whose skills are most closely aligned with the position requirements, a recruiter or hiring manager will call you to discuss your qualifications. The information obtained during this screening will determine whether you will proceed to the interview stage.

#### **Step 4: Your Interview**

The primary purpose of the face-to-face interview is to assess how well you match the requirements of the organization and the job. See [Interview Preparation](#) for more information about our interview process. Depending on the

position, the selection process may include case studies, problem solving exercises, job assimilations or skill testing. When you are scheduled for an interview, you will be notified of the type of selection process that is required for your position.

**Step 5: Selection Decision and Notification of All Candidates**

Once the hiring manager has made a selection decision, candidates who were interviewed will be notified either in writing or by phone and the posting will be removed from our recruiting website.