



# HOW WE HIRE

*An inside look at the 3Degrees hiring process*

At 3Degrees, we understand the importance of finding the new opportunity that's right for you, and part of that is knowing what to expect from your prospective employer. We put together this guide to help you navigate 3Degrees' hiring process with confidence.

Our hiring process is a chance for us to get to know you and for you to get to know us. At 3Degrees we care about each and every team member, and when hiring, our goal is to provide our soon-to-be team members with an exceptional experience. We follow a structured interview process that prioritizes fairness and equity.

Let's look at that process in detail.

## OUR PROCESS



EXPLORE  
ROLES



APPLY



PHONE  
SCREEN



INTERVIEW



OFFER

## EXPLORE ROLES



The most successful job seekers are equipped with knowledge — they know themselves and their strengths as a professional, and they take the time to learn more about the company they seek to join. This knowledge will help you find a good fit in your next role.

Our careers site has everything you need to determine if 3Degrees is the best next step for your career. You'll gain insights about our values, our teams, our B Corp status, important projects, and what team members value most about their work at 3Degrees. We also encourage you to visit our main company website and explore our Services pages to learn more about our current and past work.

When exploring our job openings, read each title and description carefully to see if your experience aligns with the role. You don't need to fit every skill or experience listed in the job description, but we'll be looking for a good level of alignment between your experience and the requirements of the role.

## APPLY



When you find a role that aligns with your experience and career goals, it's time to apply! First, gather materials you'll need, including your resume, and if you choose, a cover letter. Your personal work experience is unique and your resume should reflect that.

Be sure to tailor your resume and cover letter to the specific position you are applying for. A simple way to do this is to directly match content on your resume to the skills, requirements, and duties laid out in the description of the position that interests you.

In addition, cover letters provide an opportunity for our recruiters to get to know you beyond the skills and experiences in your resume. If a cover letter can help connect any dots or tell your unique story, including a concise letter can be helpful, but it is optional.

## PHONE SCREEN



After you apply, a 3Degrees recruiter will review your application. If we find a good match “on paper”, we will reach out for an initial conversation to get to know you better. During this short phone call we will ask a few questions to gain a broader understanding of your skills and experience, and learn more about your career goals.

Ultimately, we want to find the best job alignment for you, so at times the recruiter may refer you to a different position that may be better suited for your skills and interests.

## INTERVIEW



During the interview stage, you will have three to four meetings — either virtually or in person — with the hiring manager and key stakeholders for the role. The total number of interviews will vary depending on the role. These interviews give you a chance to learn more about the role and share your experiences in further depth.

Great interviews come from thorough preparation. Come prepared to articulate how your experience aligns with the role, and use the job description as your guide. There are no trick questions! We are most interested in what makes you who you are.

Our interviews are designed to be fair and equitable, meaning every candidate is asked the exact same questions and your responses are evaluated using a standardized rubric. In addition, for some positions we may ask you to complete a short assessment or exercise to demonstrate your capabilities. This is an opportunity to showcase your talents. We will inform you in advance so you have plenty of time to prepare.



## OFFER

After interviews are completed, the hiring manager will make a decision. If you are the finalist for the role, the recruiter will reach out to you with a verbal offer and walk you through the details of the offer package. If you accept, a formal, written offer will be sent to you electronically. As we prepare for your first day, we'll share more on what to expect.

**WE KNOW THE HIRING PROCESS CAN BE NERVE WRACKING, SO WE ARE HERE TO SUPPORT YOU EVERY STEP OF THE WAY!**

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## FAQS ABOUT 3DEGREES' HIRING PROCESS

### **WHY DO YOU ASK FOR A SALARY RANGE IN THE APPLICATION?**

We ask for your preferred salary range in the application because we want to make sure your needs align with the pay range we offer for the role. As we all have

financial obligations, it's important to ensure the position will meet both your financial and professional needs. Additionally, we value your time and wouldn't want to move forward if we are misaligned in this area.

### **SHOULD I WRITE A COVER LETTER?**

A cover letter is not required, however if you chose to write one a concise cover letter is great! In your cover letter you can illustrate why you want to work at 3Degrees, explain any gaps in your resume, and expand on your unique experiences, personality, and passion.

### **CAN I APPLY TO MULTIPLE POSITIONS?**

Yes, but make sure those positions strongly align with your background and skills. Keep in mind that when we review your application, we will assess you for the position you applied for as well as others we think would be a good match.

### **WILL YOU LET ME KNOW IF I WASN'T SELECTED?**

Yes. We know applying for a role is not trivial and we appreciate your time investment. Every candidate will receive an email with an update on your status. If you don't hear from us, please don't hesitate to reach out to your recruiter. You can also email our talent team at any point in the process at [talent@3degrees.com](mailto:talent@3degrees.com). We encourage you to keep in contact to explore new opportunities that come up in the future, and we always appreciate the time and effort you put into the process.

### **HOW DOES 3DEGREES FEEL ABOUT INFORMATIONAL INTERVIEWS?**

We value a hiring process that is structured, where everyone that applies gets the same chance to succeed. With that, we do not typically accept invitations for informational interviews. If you do apply for a job with 3Degrees and reach the Interview phase, you will be able to ask us any questions you may have.

