

1 **Open position is posted**
Openings are advertised on line (HFN Facebook page, HGB and HFN website) and on bulletin boards (HGB and HFN offices).

2 **Fill out application form**
Submit application by email (hradvisor@hhuayaht.com), by fax (778-421-2664) or drop off at 4576 Adelaide St, Port Alberni.

3 **Applications forwarded to hiring Manager**
Applications are reviewed by the Human Resource Manager to determine if they meet the job requirements.

4 **Shortlisted applicants contacted for interview**
Interviews are held with applicants that meet the job requirements to determine suitability for the position.

5 **Successful applicant is hired**
Applicant who best meets job requirements is hired for the position.

6 **New Employee works the season**
Employee completes Probationary Period and works until the end of the season. Based on performance, employees may be rehired for the next season.