

# EPRI's Application/Employment Process

We believe that the employee selection process is two-way and it is important that we both make the right decision. Before applying and submitting your resume, EPRI encourages you to browse our website to learn more about who we are, what we do, our culture and the people who make up the EPRI team.

## **Step 1 – Apply for a Position**

Search EPRI's job database for openings. Apply after finding a job opportunity that interests you and ensuring that you meet the job requirements by following the instructions below.

- If you have not previously used EPRI's job database to apply for a position, you can apply by clicking on the "Apply for this Position" button on the job posting. The system will guide you through the online application process. Upload your resume and a cover letter. Once you have uploaded these documents as part of your profile, they will be automatically included in any of your future applications.
- If you have previously used EPRI's job database to apply for a position, you can apply by entering your e-mail address and password and clicking the "Add to My Jobs" button at the bottom of the job posting. The application and resume which you have previous used to apply will be submitted.

## **Step 2 – Assessment of Qualifications**

After submitting your application, you will get an e-mail confirmation that it was received. Your application is then automatically made available to EPRI recruiters who specialize in matching your skills, strengths, and areas of interest to current openings. Following your submission, a recruiter will review your application and if there is an appropriate fit, they will forward it on to the hiring manager for their review.

## **Step 3 – Phone Interview**

If the manager wants to pursue your application, a recruiter will call you to conduct a brief phone interview. Due to the high volume of applications we receive, this process can take up to two weeks or more. The recruiter will then determine whether or not to pursue bringing you in for face-to-face interviews with the hiring manager and other staff members.

## **Step 4 – Face-to-Face Interview**

During the interview process, we will assess your fit with our needs. This also provides you a better opportunity to assess your fit with our organization and gain a better understanding of the opportunity. Depending on the position, you may be asked to conduct a technical presentation and writing sample. After the first round of interviews, depending upon the nature of the position, you may be asked to come back at a later date for a second round of interviews. The entire interview process can span over a period of a few weeks.

## Step 5 – Selection

Successful applicants will receive a verbal offer followed by a written offer letter. Offers are conditional subject to security clearance, referencing and other requirements. These vary depending upon the location and the role.

Once the position has been filled, unselected applicants will be notified about their application status. If you were not selected for the position for which you originally applied, we encourage you to maintain your profile and continue visiting our careers site. We frequently add new positions and by keeping your account active, EPRI recruiters will have access to your information when seeking qualified candidates.

Thank you for your interest in EPRI.

## Contact Information

For more information, contact the **EPRI Human Resources Department** ([HRhelp@epri.com](mailto:HRhelp@epri.com)).

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