

## The Process of Becoming an NRH<sub>2</sub>O Team Member

Step / Phase	Description / Key Things to Remember	Time Between This Step and the Next Step (Prior to Park Opening)
<b>Application</b>	The application is the first step to becoming an NRH <sub>2</sub> O Team Member. The key things to remember regarding the application is to <u>fill it out completely, make sure your writing is clear and legible and do not skip any questions.</u>	Immediate – Two Weeks
<b>Interview</b>	During this process you will meet with a representative of NRH <sub>2</sub> O whom will conduct the interview. The interview will last approximately 15 – 20 minutes. During the interview <u>you may select up to three different jobs in which you wish to apply.</u> You can rank them in order of preference. <u>Selecting more than one job position betters your chances in being offered a job.</u> Remember that there are no right or wrong answers during this interview and <u>attitude and personality are just as, if not more important than, work experience</u> for the majority of the positions for which you will interview. If you have any scheduling issues such as family vacations, school activities, etc. make sure you bring this list with you. The better your availability, the better you may do, but <u>the park is committed to working with all school related activities and schedules.</u>	One Week – Two Weeks
<b>Decision</b>	NRH <sub>2</sub> O evaluates each potential candidate based on his / her performance during the interview. Candidates are graded on a number of questions and these scores are compared to the scores of other applicants. The number of applicants for each position and the number of positions open helps to determine the minimum score that will qualify you for employment. NRH <sub>2</sub> O will not contact you if you are not offered employment. <u>The offer you receive from NRH<sub>2</sub>O is contingent on your ability to pass a drug test and background check both of which will be conducted at a later date.</u>	Immediate – One Month
<b>Paperwork</b>	This phase will involve filling out the hiring paperwork necessary to bring you on as a team member. Please be familiar with how to fill out an <u>I-9 form</u> ( <a href="http://www.usdoj.gov/usao/ct/forms/i9.pdf">http://www.usdoj.gov/usao/ct/forms/i9.pdf</a> ) and a <u>W-4 form</u> ( <a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">http://www.irs.gov/pub/irs-pdf/fw4.pdf</a> ). The I-9 form verifies that you are eligible to work in the United States and the W-4 form is for tax purposes. <u>You will need to bring the identification you are using for your I-9 form as NRH<sub>2</sub>O will need to make a copy of it/them so please review the form prior to the paperwork session.</u> If you are under 18, some park forms will require a signature from a parent or legal guardian. You will also sign up for or be given the dates of training classes at this time. Generally all training classes are conducted during the weekend with some exceptions where night classes are necessary.	Two Days – One Month
<b>General Orientation Training</b>	During this phase of the process, you will attend training classes where you will be given general park information and information on park policies and procedures.	Immediate – One Week
<b>Department Training</b>	During this phase of the process, you will attend training classes that are specific to your job title. You will also be issued your uniform, discuss your work schedule and be photographed for your park ID / nametag.	One – Two Days
<b>Nametag</b>	Upon receipt of your nametag, you are ready to begin working at the park. <u>Under no circumstances may you begin working without your nametag.</u>	Ready to Begin Work