



HOW TO APPLY FOR A JOB AT MID-RIVERS COMMUNICATIONS

Mid-Rivers Communications is committed to fair employment opportunities. This guide has been developed to provide information to applicants in regards to the application process.

Job openings and application materials are available at local area Montana Job Service offices and at the Mid-Rivers Human Resource office at: 105 Seven Mile Drive, Glendive, MT 59330

In addition to job openings placed with Job Service, you may check classified ads in area Montana newspapers for job openings and also view jobs on-line at www.midrivers.com.

JOB VACANCY ANNOUNCEMENTS

Job openings are posted on job vacancy announcements. Job vacancy announcements list information such as job title, salary, location, full-time or part-time, permanent or temporary, and descriptions of duties and qualifications.

A job vacancy announcement is a very IMPORTANT document to the applicant in obtaining employment. Read the duties, knowledge, skills and abilities VERY CAREFULLY so that you can tailor your application and answers to the specific position. Be sure to note the closing date on vacancy announcements.

Apply to your Local Montana Job Service Center

- OR -

Human Resource Office
Mid-Rivers Communications
105 Seven Mile Drive
Glendive, MT 59330

Mid-Rivers Communications:
(406)687-3336
Mid-Rivers Communications Fax:
(406)687-3355
E-mail:
Barb.stairs@midrivers.coop

PROFICIENCY TESTING

Your local Job Service administers proficiency testing (typing, ten-key, etc.). The score and error rate will be provided to the applicant (for example: 65 w.p.m./7 errors, or for 10-key testing 110 strokes/3 errors). However, Job Service does not interpret the score for the applicant or make a determination about minimum qualifications.

APPLICATION FORM

When applying for a job at Mid-Rivers Communications, a Mid-Rivers Communications Employment Application form **is always required EACH time you apply for a position**. Applications will be rejected for late, incomplete or unsigned application materials. Before starting, READ THE INSTRUCTIONS on the application CAREFULLY and then complete all sections of the application.

SELECTION PROCESS

Selection procedures used to evaluate an applicant's qualifications may include an evaluation of the Mid-Rivers' application and any required supplemental material, a structured oral interview and reference checks. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected. The applicant may be asked to take a performance test or provide work samples. Examples include but are not limited to: giving a presentation, preparing written or oral responses to situational problems, using job-related equipment or submitting work samples.

THE INTERVIEW

Interviews are most commonly conducted in person. A telephone/video conference interview may be arranged under special circumstances. A telephone/video conference interview may be followed by a second in-person interview. During an interview the applicant is asked structured, objective, job-related questions. Interview questions may have written as well as oral components.



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REFERENCE CHECKS

Reference checks provide the hiring authority an opportunity to confirm information. The application states, "I hereby authorize MRC to investigate the information contained on this application and to contact each of the references listed in this application, any previous employers, and, if I have so authorized, to contact my current employer. I hereby authorize, and request every person, firm, company, corporation, government agency or other institution having control of any documents or information relating to my competence, ethics, character, experience, qualifications, and fitness for employment at MRC to provide this information to the agent or representative of MRC for consideration in connection with my employment application. I hereby release any person or entity providing information pursuant to this authorization from any and all liability for providing the information requested."

Calls or written requests may be made to the applicant's current and/or previous supervisor(s). Structured and consistent questions will be asked and the answers evaluated. Also it is important that you **sign** the **reference authorization form** (first page of the employment application).

BENEFITS

Mid-Rivers' offers a competitive benefits package.

IMMIGRATION REFORM AND CONTROL ACT

In accordance with the Immigration Reform and Control Act, the person selected must complete an I-9 and produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

SPECIAL ACCOMODATIONS

If you have a disability and require special accommodation for participation in the application process MRC will make reasonable accommodation upon request.

RIGHTS OF APPLICANTS

The process may take some time before you are notified of an interview. An applicant may contact the Human Resource office for an explanation of the selection process and the evaluation criteria. If an applicant has any questions about the process or feels he or she has been discriminated against on the basis of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status or sex, he or she should contact the Human Resource office.

Above all do not be discouraged by the application process. The opportunities and benefits are well worth your time and careful preparation efforts.