

We incorporate an extensive hiring process to ensure that we are selecting the best suited candidates for the position and our work culture. Not everyone is suited for our fast paced and deadline-driven environment. In a continuously challenging and changing work space, no day is ever the same. Through our growth phase, there is no shortage of day to day tasks, combined with multiple projects on the go at any given time.

CWD is an Equal Opportunity Employer and prides itself on our diverse, multi-cultural team base.

- Step One** Apply directly to CWD through this website, through a job board or in person at a job fair or hiring event.
Please no phone calls at present due to the high volumes of applications.
- Step Two** Your application will be reviewed to see if you meet our basic requirements for the position. Given the large volume of applications we receive, we are unfortunately unable to respond personally to all applicants or identify generic applications for specific roles.
- Step Three** If your application successfully passes an initial review and an opening still exists, you may be contacted for a telephone interview by our Human Resources Department.
- Step Four** Upon completion of a telephone interview, your application will then be discussed with the hiring manager who will determine whether to proceed to an in-house interview.
- Step Five** Formal in-house interviews are typically held with the Human Resource Department, hiring manager and/or supervisor and Managing Director. You will be screened for core competencies, team fit, skills and qualifications as they relate to the position.
- Step Six** Candidates participate in realistic job previews for intermediate and senior level positions. We realize that from a candidate's perspective, it is just as important for a candidate to determine if CWD is a good fit for them. Therefore, we feel it is important, when possible, that the candidates have the opportunity to meet some of the team members they would work with. This also ensures that every team member is equally invested in ensuring a new hire's success at CWD. The team interview process is an effective way to make hiring decisions because the diversity of participants brings all of the different aspects of the roles and responsibilities to the table. In addition, the process educates both CWD and the candidates by giving insight into all the expectations and challenges of the job opportunity.
- Step Seven** If successful up to this point, participation in testing, requests for transcripts and samples of work will be requested in order to identify specific skill levels related to the role.
- Step Eight** Three business-related references will be contacted by CWD. Often our managing directors or manager will conduct one of the reference checks themselves.
- Step Nine** Job offers are contingent upon a clear criminal check, credit check (*for certain positions*) and Social Insurance Number verification.
- Step Ten** We have an extensive onboarding process for which we receive many compliments. Our thoroughness helps new team members gain a solid foundation for day to day operations at CWD. For most positions, it takes approximately three to six months to come up to speed and start contributing.

What can you do to further your CWD application? > Ensure that your resume directly relates to the position that you are applying for.
> Provide a detailed cover letter describing your skills and experience as they relate to the position you are applying for.