

Tennessee Operations Hiring Process

1. Take the NCRC/WorkKeys® Assessment.

- **Practice for the NCRC/WorkKeys Assessment** by obtaining access to the practice/prep materials, “ACT WorkKeys Curriculum”. Access to the practice materials can be obtained for a fee of \$5 by contacting Northeast State at **423-354-5520**.
- **Schedule to take the NCRC/WorkKeys® Assessments** - When the practice work is completed and applicant is ready to take the assessments, registration must be completed through Northeast State Community College by visiting www.northeaststate.edu/testing and clicking on “schedule now”. **Anyone can take WorkKeys one time at no charge**. If retesting is needed, there will be a charge.
- Eastman’s required WorkKeys levels for Operations roles are:
 - Reading for Information / Workplace Documents - Level 6
 - Locating Information / Graphic Literacy - Level 5
 - Applied Mathematics - Level 6
- Applicants must create a [WorkKeys account](#) to make individual scores public and to obtain a **public test details** (link) to submit with their future applications.

2. **Submit an application.** When business conditions allow, the Operations’ position will be posted and applications will be accepted [online](#), on the first Monday of the month of February, May, August and/or November. Please apply at our website www.careers.eastman.com

3. **Basic Qualifications Are Met.** Job candidates who meet all basic qualifications are eligible to become an applicant. Once completed application is received and qualifications are met, applicant will receive an email requesting more information.

4. Once application is received, you will receive an email requesting your transcripts, etc. When all additional materials are received, applicant will be scheduled for an interview.