

Thank you for your interest in a Career Opportunity at Eastman!

General requirements include: You must be at least 18 years of age, have a Highschool Diploma or General Education Degree, legally authorized to work in the US. The pre-employment process includes drug & background screening, and reference checks. All employees participate in a random drug-screening program. We prefer that you have a stable and progressive work history.

Action	Comments																				
<p>1 Complete WorkKeys assessments. Required minimum scores for each job type and assessment are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Operator</th> <th style="width: 15%;">General Maintenance Mechanic*</th> <th style="width: 15%;">Electrical & Instrument Mechanic</th> </tr> </thead> <tbody> <tr> <td>Applied Math</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Reading for Info</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Locating Info</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Applied Technology</td> <td colspan="3" style="text-align: center;"><i>No minimum, but score is reviewed by Hiring Manager</i></td> </tr> </tbody> </table> <p style="margin-top: 5px;"><i>*Includes Field Mechanic/Welder</i></p>		Operator	General Maintenance Mechanic*	Electrical & Instrument Mechanic	Applied Math	5	4	5	Reading for Info	5	4	5	Locating Info	4	4	5	Applied Technology	<i>No minimum, but score is reviewed by Hiring Manager</i>			<p>WorkKeys assessments are offered at Kilgore College (Longview campus) or other authorized locations.</p> <p>Note: <i>You must have met the <u>minimum required scores</u> for your application to be processed.</i></p> <p>Did you meet required minimum scores on WorkKeys?</p> <ul style="list-style-type: none"> If yes, go to step 2. If no, you may request KeyTrain through WSET – this is a study program that helps you improve your Workkeys scores.
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<p>2 Make your WorkKeys scores public (to employers) and link as directed in the application.</p> <p>Note: <i>Broken or missing links will be rejected as incomplete applications.</i></p>	<ul style="list-style-type: none"> Create your account at www.myworkkeys.com Make each of your scores public on Test Management tab Copy the public .url (you will be putting this on your application) (url must include the words “test details”) If you need assistance, call 1-800-WORKKEY 																				
<p>3 Complete an Eastman application online and attach mandatory documents (step 5).</p> <p>Note: <i>Please do not call to check the status of your application. Your completed application is under consideration unless you receive an e-mail stating otherwise.</i></p>	<ul style="list-style-type: none"> Go to https://jobs.eastman.com. Click on “Search our open positions” Search by “Location” for “Texas” jobs Search for the job for which you are interested. <p>Note: <i>You will receive e-mail updates on your application status throughout the process. Please consider setting profile visibility to “any company recruiter in my country of residence” or “worldwide” which will enable only Eastman recruiters to view.</i></p>																				
<p>4 Provide the following Attachments (mandatory as applicable):</p> <ul style="list-style-type: none"> Attachment 1 – RESUME Attachment 2 – ALL TRANSCRIPTS High School/GED required plus any College/Tech you would like considered Attachment 3 - DD-214, for candidates having ever served in the military 	<p>Please link your WorkKeys test results and also upload as a PDF attachment.</p> <p>Note: <i>You may need to separate attachments to stay within each attachment maximum size limit. Please check documents before attaching to ensure that they are legible.</i></p> <p>Note: <i>Please blackout dates and other personal information such as birthdate, social security number or race.</i></p>																				
<p>5</p> <ul style="list-style-type: none"> Did you receive an email response stating that your application had been received by Eastman? 	<p>If yes, see step 7. If no, your application is not complete or does not include appropriate attachments it will not be considered.</p>																				
<p>6 Eastman will contact qualified candidates for a Screening Interview as opportunities arise.</p>	<p>Please note that satisfactorily completing all items shown above does not guarantee an interview with Eastman.</p>																				
<p>7 Preliminary screening interview results</p>	<p>You will receive an email that indicates if you will be considered for on-site interviews.</p>																				
<p>8 On-site interview (normally plan for 1 to 4 hours)</p>	<p>Hiring managers will select candidates to interview.</p>																				
<p>9 Job offer: If an offer is being extended, you will receive a phone call.</p>	<p>If an offer is not being extended, you will receive an email. You will still remain an “active job specific applicant” for 1 year.</p>																				

