

## Martinsville/Fieldale Operations Employment Process

- 1) **Submit an application.** When business conditions allow, Manufacturing Operations – Martinsville positions will be posted on our website at [www.careers.eastman.com](http://www.careers.eastman.com). Applications will be accepted through Eastman's career website.
- 2) **Basic Qualifications are Met.** Job candidates who meet all basic qualifications are eligible to become an applicant.
- 3) Once a completed application is received and qualifications are met, the applicant will receive an automated email to confirm receipt of the application. If this email is not received, the application has not been received by the Eastman HR Team.
- 4) Applications will be reviewed, and if the applicant meets the background qualifications for the Operations positions, an Human Resources representative will contact you to explain next steps, which will include taking the WorkKeys Assessment and providing High School Transcripts.
- 5) After the application is submitted, WorkKeys has been successfully completed, and transcripts have been received, applicant will be scheduled for an interview.