



# THE HIRING PROCESS AT DISA

We're excited that you're considering joining Team DISA! Below we have outlined the experience that most candidates can expect when applying with DISA.

## Applying for the Position

If you've already identified the job you want, we ask that you apply on our career portal to ensure everything is accurately entered into our applicant tracking system (ATS). If you've already applied on LinkedIn or another job platform, we will need you to apply on our ATS as well. While we understand this seems like an extra step for you, this ensures all candidates are on a single platform, receive the right notifications, and that hiring managers are provided all candidate details in one concise location.

[Apply Here](#)

## Talent Review & Phone Screen

Once you apply, our Talent Acquisition Team will review your resume and ensure it meets the requirements of the position. If the qualifications are a match, a Talent Acquisition Specialist will reach out to you for an introductory call. During this call, we want to learn more about your background, qualifications, and career aspirations. DISA has a strong track record of promoting from within, and we're always looking for individuals who will grow with the company.

**Candidate Call Out** – You also want to know if DISA is the right fit for YOU! We encourage you to ask any questions that will help your career decision-making process. At any stage of the hiring process, feel free to ask us questions that help you confirm if DISA will be a good culture fit for YOU. It must work both ways!

## Interview with Hiring Manager

Once you complete the phone screen with our Talent Acquisition Team, DISA quickly gets your resume in front of the hiring manager for review. Our team will reach out to schedule your interview, which may be in-person or virtual based on the position and location of the people involved. The hiring team will dive deeper to understand the skills and qualifications you bring to the position. We use a structured hiring process to ensure that every applicant is asked the same questions and assessed similarly. 1-3 days after your interview, the Talent Acquisition Specialist will reach back out to you to share the outcome.

New to virtual interviews? [Check out these quick tips!](#)

## You've Been Offered a Job with DISA!

We extend verbal offers to candidates we believe are a good fit for our organization. If accepted, our team will quickly send a written offer of employment.

**Please note:** As an employee screening provider, we believe employee screening helps to ensure our candidates are a great fit for long term success. DISA requires all new employees to complete a drug test and background screen prior to their start date.

## Starting Your New Job with DISA

After accepting the employment offer, DISA's onboarding team will email you details about the start date, job responsibilities, and any additional documentation needing completion or a signature. All new employees will participate in a new hire orientation after you begin. This helps give background on the organization, your department, leadership, and our goals. Your team will be excited and waiting for you to officially join Team DISA!