

West Job Candidate & Interview Process FAQs

Is West still hiring during the COVID-19 pandemic?

Yes, our sites and operations around the globe remain open, and we continue to actively recruit top talent for our all of our sites.

Are job interviews happening in-person or online?

The health and safety of our team members, candidates and visitors to our sites remain our top priority. We have adopted virtual interviews as our standard practice for the duration of the pandemic although some manufacturing positions may require in-person interviews.

In-person Interview Screening Process:

- If you are experiencing any symptoms of illness on the day of your interview, please do not come to the interview and contact the recruiter to reschedule.
- Please note that for in-person interviews, you will be asked our screening questions and you must be able to answer with a “NO” before you are permitted to enter the facility and also must consent to having your temperature taken. If you cannot pass the door screening, you will need to reschedule with the recruiter.
- All candidates will be required to wear procedure/surgical/cloth mask during the interview. If you are medically not able to wear a mask, you should notify the recruiter before the interview so alternate protective measures (face shields, barriers, increase social distancing, etc.) can be arranged.
- If you are recovering from COVID-19 or tested positive for COVID-19, you should not come to the interview unless: 1. It has been 10 days since you first developed symptoms or had the collection of their COVID-1 positive test; 2. You are currently symptom free and are feeling significantly better (no severe fatigue or serious medical complications); 3. You are fever free and have not taken fever reducing medication in the past 24 hours.

Are the positions you are hiring for required to work on-site or can I work from home?

During the COVID-19 outbreak, remote work is highly encouraged for positions with duties that can be accomplished remotely. However, manufacturing positions require you to be on-site in our safely controlled environment.

How is West working to keep workplaces and team members safe?

We're increasing and enhancing the cleaning of high-touch areas, deep-cleaning any impacted sites and establishing rigorous criteria for return to work and asking all team members who can effectively do their jobs from home to work remote. We've also established protocols which are consistent with best practices suggested by leading experts and include mandatory temperature screening upon entering, face covering requirements and social distancing.

What tips do you have for candidates preparing for a virtual interview?

- Learn about West – Explore our company culture and learn more about what we do at West and who we are.
- Test your technology(s) — Make sure your internet connection and video conferencing program are both working well prior to your interview.
- Dress appropriately (if video conferencing) — Dressing for success is no less important for remote interviews. Dress smartly, like you would for an in-person interview, and ensure your surroundings are tidy.
- Do your homework – Prepare just as you would for any other interview, rehearsing your responses to key interview questions and preparing your own questions for the interviewer.
- Be personable — Make eye-contact and generally engage with the interviewer to demonstrate your enthusiasm for the role (if video teleconferencing).
- Remove distractions — Ensure you're fully engaged with the interviewer by removing all distractions, including your cell phone.
- Follow-up — Send a follow-up note to your interviewer, thanking them for their time.