

WHAT EVERY APPLICANT NEEDS TO KNOW

INTERVIEWING WITH UNBRIDLED



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You've Submitted Your Application, Now What?

Thank you so much for your interest in Unbridled! There are so many companies looking for talented individuals like yourself, so we appreciate that you've taken the time to apply and do preliminary research on our organization.

At this point in the process, we will ask that you hang tight while we review applications. Although, you will see a couple of different ways you can engage with our team in different areas of this ebook, if interested.

It typically takes us anywhere from 1 day to 1 month to review all applications for a posted job. Each job is a bit different, and the timeline can vary depending on where we are in our recruiting process.



What to Expect

The Unbridled Interview Process

We do our best to move candidates through our interview process as quickly as possible, but it typically takes between 3-6 weeks, depending on the job you are interviewing for. The next few pages will provide a snapshot of a typical interview process.





Screen Interview

This interview is designed to give you an introduction to Unbridled, answer any questions you have, and give us the opportunity to start getting to know you. This interview is conducted by someone on our People & Possibilities Team.

This person will also be your point of contact throughout the process so that you have someone to connect with as you learn more about Unbridled and if the company, team, and role is the right fit for you.





1:1 Interview

This interview is typically with the hiring manager for the position you are interviewing for. If you're located in the same location, we will schedule this in-person.

This is your chance to connect directly with the person you would report to so you can get a better understanding of the expectations of your day-to-day role, dynamics of the team, their management style, etc.





Panel Interview

We want you to meet with multiple people on the team that you would work closely with, but we also don't want to slow down our process. That's where the panel interview comes into play. This interview will be with 2-4 people from the team at varying levels within the organization.

It will be conducted as a video interview, as our teams are located across the country. The panel interviewers will ask multiple questions to understand your fit in terms of skills, adaptability, experience, technical acumen, etc. They will also leave about 15-20 minutes for you to ask questions.

For some positions, like a tech or design related role, you may be asked to do a skills test in between the 1:1 Interview and the Panel Interviews.





Final Interview

At this stage of the process, and to be respectful of others' time, we typically narrow down our top 1-2 candidates to move forward to final interviews. The final interviews are with one of our partners and our president. These are more laid-back interviews.

You'll find that all interviewers at Unbridled want to get to know you, but these interviews are mostly focused solely on that. You typically won't be asked too many questions about your skills. We always recommend you go into these interviews more with your heart vs. your head. These will ideally take place in-person, if possible.

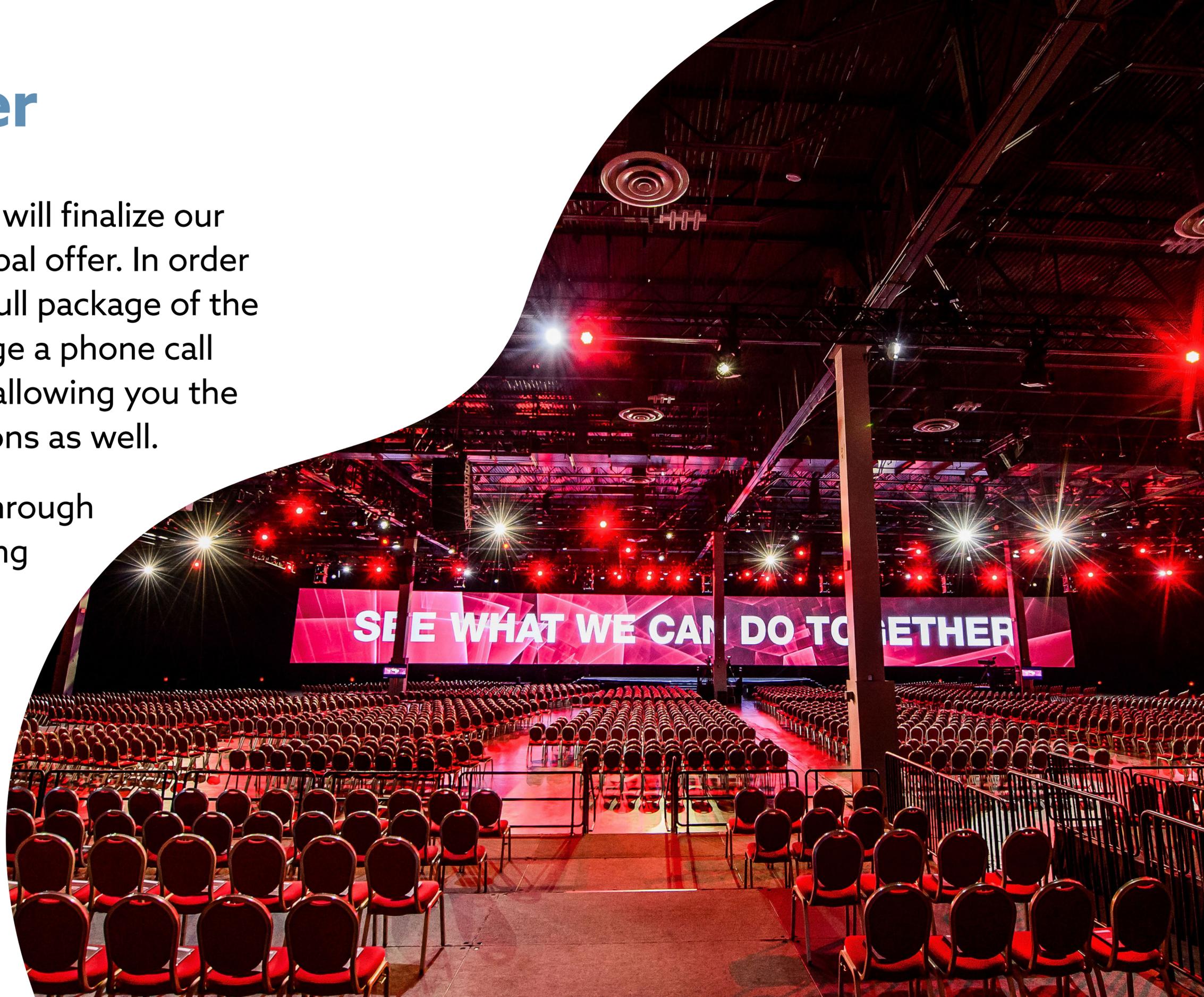




Verbal Offer

At this stage of the process we will finalize our top candidate and extend a verbal offer. In order to ensure you understand the full package of the benefits we offer, we will arrange a phone call to discuss it with you in detail, allowing you the opportunity to ask your questions as well.

Additionally, we will walk you through what the onboarding and training process will be like, so that you can know what to expect your first few days.





Official Offer

Once a verbal offer is accepted and a start date determined, we will move forward with the final paperwork for signature. It's always an exciting part of the process for our team!

In the following days, you will be introduced to your company advocate as your go-to person for any questions you might have, like where's the coffee bar, which printers print in color vs. black and white, and anything else that you can think of.

Your advocate will also be with you during part of new hire orientation, the new hire lunch, and company social events. They will introduce you to other Unbridled team members so that you integrate into the culture more easily.



How to Stand Out

The Unbridled Interview Process

Unbridled is a company that is all about people. From the work we do, to the day-to-day interactions we have, we put people first.



Be a Part of a Community

Unbridled is looking for people who want to be part of this community. People who are looking for more than just a job, but rather, a place where you are free to be yourself while working on cool projects with a team that genuinely cares for you.

Our biggest piece of advice is to be your authentic self in the interview process. Rather than thinking about answers you think we want to hear, provide us with answers that are true to you.



Stand Out in a Crowd

We get more excited about people who break outside the corporate norm in the interview process so that we can have a conversation that feels more like a conversation you'd have with a new friend you are trying to get to know, versus a potential employee that is trying really hard to impress us.

Standards for Standing Out



Strong
Communication
Skills



Skills Related
to the Available
Position



Experience
Related to the
Available Position



Handles Stress
Well (Give
Examples)



Passion for
Hospitality



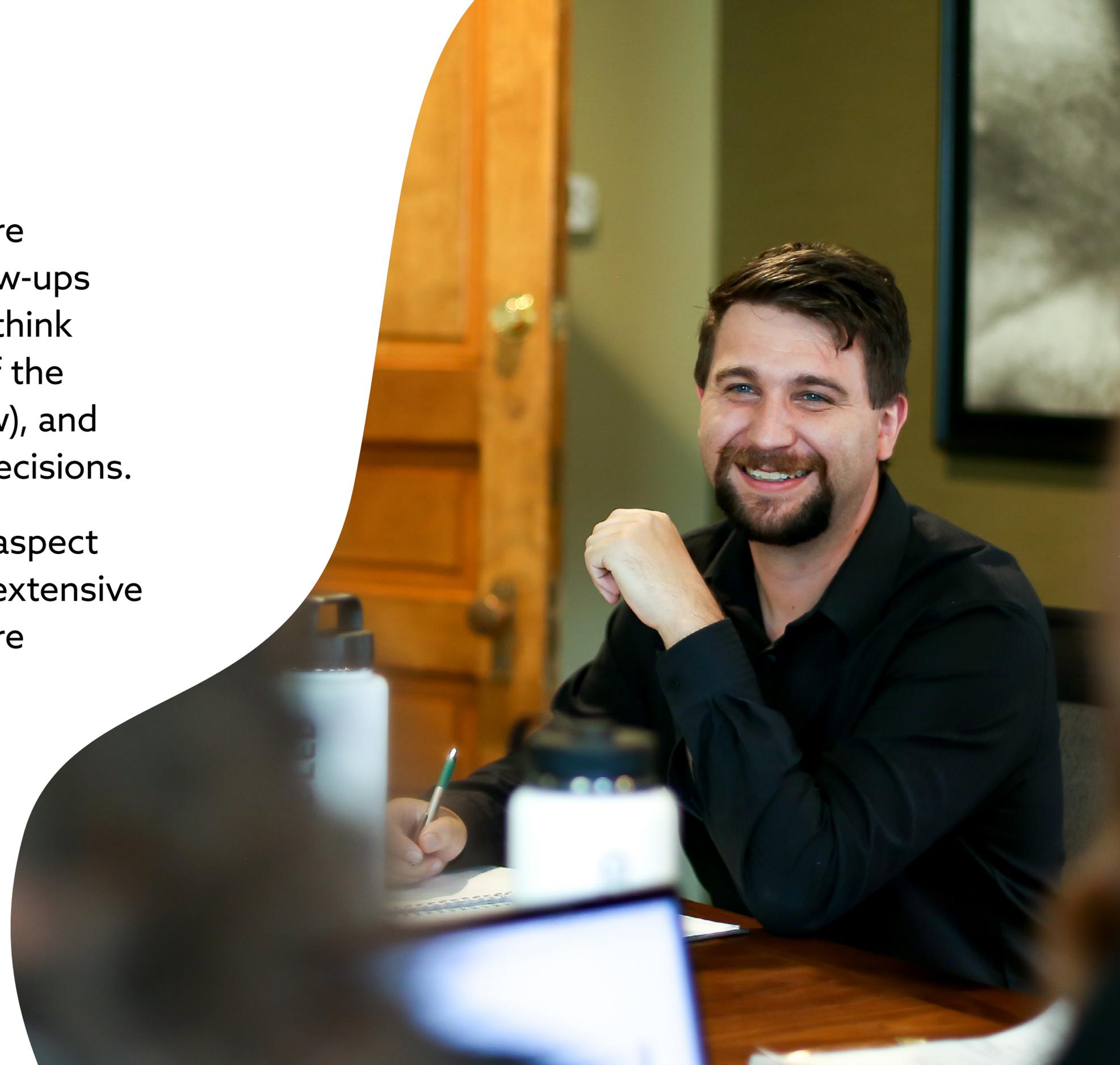
Understanding
of the Role and
Expectations

For example, when starting the interview, it's always intriguing when someone shares their story versus sharing their work and education experience. We already have your resume, so what else can you shine light on that will help us get to know you and how you got to where you are today?

Go the Extra Mile

Other things that go a long way with us are simple... things like thank you notes, follow-ups (especially after you've had more time to think through interview questions or aspects of the role you learned about during an interview), and patience and respect for us as we make decisions.

Since our people are the most important aspect of our business, our recruiting process is extensive so that we can get to know who people are before saying, "come work with us!"



Frequently Asked Questions

The Unbridled Interview Process

Over the years we have conducted a lot of interviews and after every hiring event we get feedback from our new hires to make our hiring process better than before. In this section you'll find relevant Q&A's that may answer some of your questions as you move through this process.



How Can I Stand Out in the Application Process?

Apply directly on our website. When people submit applications through 3rd party websites, like Indeed, sometimes the resumes are distorted, or a different version of the resume is submitted.

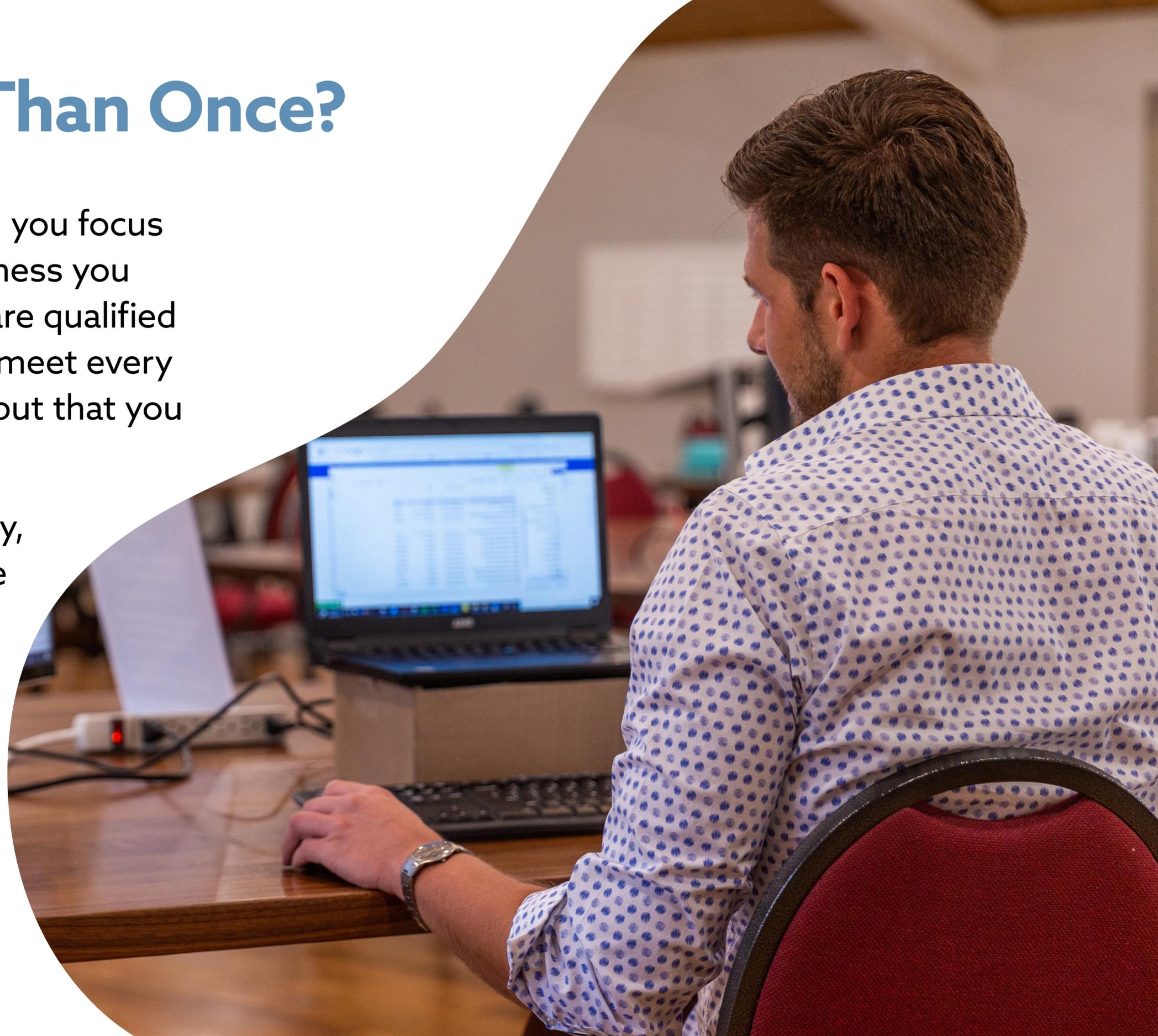
Take the time to write a cover letter about why Unbridled is of interest to you and how you think you can add value. We do read cover letters at Unbridled!



Can I Apply More Than Once?

Absolutely! However, we recommend you focus your applications to areas of the business you are excited about and roles that you are qualified for. That does not mean you need to meet every qualification on our job descriptions, but that you should meet most of them.

At Unbridled we celebrate individuality, so if there is another area of expertise that you are passionate about speak up! There are multiple groups, clubs, and opportunities to work with other teams in addition to the role you apply for. So keep that in mind during your application process.



Can I Refer a Friend to Unbridled?

Of course! If we've connected with you and you're in the interview process, or you've gone through the interview process in the past, reach out to the Unbridled recruiter you worked with.

If you have not yet connected with someone on our team, you can have your referral apply directly on our website.



What Do You Do to Reduce Bias in Your Application and Interview Process?

We have created trainings for our hiring managers and interviewers within Unbridled and we also recently hired an external consultancy to deliver a DEIB training to our entire team. Our recruiters are also trained to reduce bias during our process.

Connecting and co-creating unbridled solutions requires a team that's willing to be uncompromisingly unique and inclusive.

That's why we are committed to create a diverse, caring community where everyone can feel like they belong, no matter their race, ethnicity, religion, age, gender, sexual orientation, or ability.

With a healthy variety of perspectives, where every voice has a place to be heard, respected, and empowered, we are collectively rewarded as inclusion encourages teamwork and innovation.

My Salary Range is Outside of the Range You Have Posted, Should I Still Apply?

Definitely submit an application! Our ranges are not always rigid and there can be flexibility for certain situations, positions, and people.

There are many factors that we take into consideration when it comes to flexing on a salary range, and we're always open to discussing the possibility of compensation adjustments with our team.



I Interviewed with Unbridled a Couple of Years Ago, Can I Reengage with Your Team?

Absolutely! It is always exciting for us when someone comes back to us later in their career to revisit an opportunity at Unbridled, whether it was 6 months ago or 4 years ago. That is not uncommon, and we will remain open to all possibilities.

If you remember who your recruiter was at the time you interviewed, we recommend you reach out to that person directly. Or, if you remember someone else you interviewed with, you can also reach out to that person.

If you don't have the contact information, go ahead and submit an application and let us know what you've been up to in the meantime. You can also mention you interviewed with us prior in your cover letter.

Standing Out Beyond the Application

We're so happy that you took the time to review this ebook! We hope you found the information valuable as you explore a potential role within our organization. We appreciate your time, and we want to give people who are genuinely excited about Unbridled an opportunity to stand out and snag an informational interview with us.



If we described you, review our [About Us](#) page, specifically the section around our values, and write a creative email explaining what you think “being unbridled” means to you. To give you some additional help, [here is a video of some of our team speaking to what that means to them](#). Send the email to recruiting@unbridled.com.

We will pick 3 people per month who stood out to us, on an ongoing basis, to conduct informational interviews with someone from our People & Possibilities team.

[CONTACT US](#)

