



Automotive



Drive Your Career To The Next Level

WHAT TO EXPECT DURING THE HIRING PROCESS

Thank you for your interest in joining the Penske Automotive Team!

Should we pursue your candidacy for employment review the information below which summarizes our hiring process and lists some helpful hints to consider along the way.

REQUIRED STEPS

Our hiring process typically includes the following steps:

1. Completing an online application that reflects an accurate, comprehensive work history
2. A brief phone interview
3. At least one in-person interview
4. Reviewing and accepting a formal offer of employment (online)
5. Successfully completing a background check, which includes:
 - A. Completing required authorization/consent forms (online)
 - B. Providing 5 professional references/their contact info (online), including email
 - C. Calling our background check vendor to complete a brief phone interview
 - D. Calling our background check vendor to schedule and complete a drug screen

HELPFUL TIPS

To ensure the smoothest and fastest hiring process, candidates are encouraged to:

- Sign up for text alerts (login ► select Edit Profile on left ► ✓ for SMS option/submit)
- Check their email often for updates and instructions
- Contact references to ensure awareness of a forthcoming request and a prompt reply
- Respond to email requests as soon as possible
- Check spam or junk folders if an expected email is expected but not received
- Login (if not done automatically) when redirected to the Career Center/job search page
- Email the PAG associate listed in emails received with questions about this process
- Use the latest version of Apple Safari, Google Chrome, or Microsoft Explorer to apply
- Clear their browser's cache/temporary internet files/cookies if they have login issues

Visit www.PAGjobs.com to login and view your application status.



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SUPPLEMENTAL INFORMATION FOR CANDIDATES

BEST PRACTICES & HELPFUL TIPS

- While we greatly appreciate your interest in us, we receive thousands of applications each month so it may take some time to circle back with you on yours. Thank you for your understanding and patience and know that we will get back to you just as soon as we can.
- General inquiries and those pertaining to the status of your application should be directed to the [local dealership](#) to which you applied. During later stages of our interview process, you will receive contact information for the HR Team and Hiring Manager(s), as is appropriate.
- If your application is advanced beyond an in-person interview, you will be asked to prepare a list of professional references (5) and their email address. If you are scheduled for an interview, start thinking about your references to ensure the process moves as quickly as possible.
- Remember the email & password you applied with – you'll need them if advanced.
- Limit the number of applications you submit - we'll find the right place for you if there's a match.

WORK OPPORTUNITY TAX CREDIT (WOTC)

If you did not complete a survey after submitting your application, you may receive an email requesting that you do so. This survey includes requests for sensitive personal information, such as your SSN. With that in mind, please note:

- This request is legitimate and pertains to a potential hiring tax credit.
- We will only collect this data through your secure (previously created) Career Center account.
- This information is kept secure/confidential and is not used in making hiring decisions.
- While we would greatly appreciate you completing this questionnaire, it is entirely optional and choosing not to complete it will have no impact on your candidacy.

APPLICANTS WITH DISABILITIES

We endeavor to make this site and our application process accessible to all applicants. If you are an applicant with a disability and would like to contact us regarding the accessibility of our website or need assistance completing the application process, please email careers@pagjobs.com or call us at (800) 355-0137. As above, general inquiries should be directed to the location applied to.



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RECRUITMENT SCAMS

Recruitment scams have unfortunately become a real issue for job seekers over the past few years. Such scams, also referred to as employment fraud, occur with an individual or group not associated with a company falsely represents themselves as an affiliate or agent of that company, specifically in relation to their hiring process. Through this deception, these fraudulent actors attempt to deceive candidates and obtain sensitive information or payment, representing such requirements as a condition of employment or step in the hiring process. In an effort to ensure the privacy and security of personal data and the best possible experience for applicants, the section below highlights some important information about how to spot a recruiting scam and what to expect from us.

General signs of a recruiting scam include, but are not limited to:

- Requiring payment from candidates for application or training fees
- Unreasonable or unrealistic compensation and benefit information
- Requesting candidates to submit sensitive forms or data outside of a secure account
- Sending candidates emails from free accounts like Yahoo or Gmail
- Sending candidates emails without verifiable direct contact information enclosed
- Unofficial or poorly written communication and/or hiring process documentation

Our hiring process will never:

- Require payment of any form
- Include unreasonably long phone interviews or interviews over Google Hangouts
- Send communication from a non-verifiable address

If you receive suspicious correspondence or requests, or are otherwise concerned about potential fraudulent activity, please contact careers@pagjobs.com as soon as possible.