ECC's Hiring Process

ECC is interested in you, the candidate, and we strive to make our hiring process simple and stress-free. This information will help you understand our hiring process. Check out our information on resume and interview tips so you can best represent yourself.

ECC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Review Open Positions Listed on our Career Page

Focus on the job that you are interested in AND qualified for. Review the posted requirements (minimum qualifications) and preferred qualifications (which are a plus if you have them, but are not required). Locations and work requirements may be further described in the job posting (such as on-site project location and/or hybrid or remote work options if available).

Submit your Application

Apply to the job requisition by clicking on the "Apply" button and upload your current resume. You will be prompted to complete a short series of questions and electronically complete your application, which takes approximately 3 minutes. If you were referred by an ECC employee, please enter their name in the employee referral box. You may apply to multiple positions.

If you do not see a role that fits your profile, you may apply with our General Application and set up a job alert which will notify you by e-mail when we open a position that matches your selection criteria.

Receive a Confirmation of Acknowledgment

You will receive an e-mail acknowledgment confirming your resume was submitted successfully. You will receive a prompt to set up a profile in our applicant tracking system, Jobvite. You must use the same e-mail address that you initially applied with.

An ECC Recruiter Reviews your Resume

An ECC Recruiter reviews your resume typically within a few days, depending on the volume of resumes received and open positions. Positions for "upcoming work" may take longer.

A Recruiter will reach out to you using a variety of methods (text, e-mail, phone call) if more information is desired. An initial conversation is typically with a Recruiter who can answer your basic questions and discuss your qualifications. You may be asked to complete a written prescreen which provides us with additional information and saves you valuable time during the interview process.

Interviews

If you are selected for an interview, you will be contacted by the ECC Recruiter regarding your availability. Most interviews are conducted via video conference with 1-3 interviewers attending the meeting. ECC will send you an e-mail confirmation with the date and time, names/titles of the interview team, and a link to join the meeting. Interviews are typically scheduled for 60 minutes or less. We believe the video interview provides a convenient and less intrusive way to meet with us; however, some positions may require an in-person interview. You may have a second or third interview, either as an additional video conference interview or an in-person interview. If travel is required for an in-person interview, ECC will schedule the travel arrangements and cover the reasonable and necessary costs. ECC believes that the candidate benefits from the opportunity to talk with several members of the team to get to know the people that they may be working with and to gain information about the position and ECC from another perspective.

Offers

Offer letters of employment, where extended, are e-mailed to your address on record and will contain compensation and benefits details, contingencies, and other pertinent offer information. You can electronically sign the offer letter to confirm your acceptance.

Complete New Hire Paperwork and the Pre-Employment Process

Once you sign the written offer letter, an ECC HR Generalist will reach out to you with your new hire paperwork and instructions for completing the required pre-employment processes. These processes vary by position and geographic location, but may include a background check, drug test, and physical (required for a limited number of positions). Prior to your start date, you will receive a welcome e-mail with an onboarding agenda which outlines your schedule for your first day at ECC. This agenda will outline who you will be meeting with and what times these meetings start. Your first day of onboarding will be in an ECC office or remotely depending on your location. Along with the agenda you will receive your training materials for your first day..

Onboarding

Your first day includes a meet and greet with the team, IT training, a review of our intranet, timecard training, a review of our ECC employee handbook, I-9 verification (US) and much more! You will also spend quality time with your manager and team members to ensure you can "hit the ground running." Once you have been with ECC for thirty days, you will have the opportunity to sit down with your manager to have a review of your training materials and talk about your performance to date.

Get the Support You Need

ECC provides support to new employees (and all employees), including:

- Mentorship Program
- In-housing training and development
- ECC University – 6000+ online classes 24/7 at no charge to employees
- Wellness Program

- ECCOVETS –Veterans group
- ECC OneWorld – Diversity group
- WE – Women's leadership group
- Learning Libraries (in most office locations)
- Mental Health Resources