## WORK WITH US

## HIRING PROCESS

It takes an array of talent to keep railroad operations going. Whether Executive, Administrative, Technology, Transportation or other. Jobs will be posted as they become available.

## **HOW THE HIRING PROCESS WORKS:**

IAIS only accepts applicants with relevant resumes who have summitted their application through the website. The website portal is: www.iaisrr.com/careers

Once you have submitted an online application, the hiring team will review and notify you via email with the next steps of the recruiting process. Typically, you will be notified within 7 business days. Keep in mind, due to high volume of applicants received, an email in place of a phone call may occur to schedule an interview time. Please ensure the contact information on your application is accurate.

For individual job postings, please note the required education, experience, and certifications/licenses needed. Requirements and turn-around times will also vary by department and role.

Please note, the hiring process does involve the successful completion of several steps including Interviews, Post-offer acknowledgments, Background screening which includes: Criminal history & Reference checks along with Motor Vehicle Records for the past seven (7) years. Candidates must possess a current and valid driver's license and be insurable under IAIS's commercial auto policy. Other preemployment testing may be required based on the job position which the candidate is hired for, this may include a Pre-Employment Physical testing including Hearing & Vision and a urine drug screen. Physical exams may vary based on the demands of the job in which you are considered for.

IAIS uses E-Verify for Employer Participation.

If reasonable accommodation is needed, please contact Human Resources at hr@iaisrr.com; IAIS is committed to the full inclusion of all qualified individuals.