

Candidate Home Frequently Asked Questions (FAQs)

Candidate Home is a portal where candidates can conveniently find and apply for jobs that are available at Maxim. Users can easily update personal information and track the status of their job applications.

JOB SEARCH

- **What internet browser should I use?**

It is recommended to use version 11 of Microsoft Internet Explorer (IE) or use another supported browser such as Google Chrome or Firefox. Use of unsupported versions may cause issues in the application process.

- **What is Search for Jobs?**

Search for Jobs allows you to view and apply to jobs currently available at Maxim.

- **What are Job Alerts?**

A Job Alert is an email notification that is sent to your inbox whenever an open requisition matches your search preferences.

- **How do I know my application is received?**

You will receive an immediate confirmation that your application has been submitted, as well as an email confirmation. Status of the application can also be found in your Candidate Home account.

- **How do I know if I'm considered for a position after I've applied?**

A Maxim Primary Recruiter will reach out to you to discuss the job opening and set up an interview session if appropriate.

- **Where can I find information on the jobs that I've applied for or check the status of my application?**

You will find status under the "my submitted applications" section of the Candidate Home.

- **How do I know if the job I've applied to is still available?**

If the job posting still appears on the Career Site, it's still available.

- **Where can I attach additional documents such as a cover letter or references?**

You can upload up to five documents (5MB max per file) under the resume/CV attachment section.

- **Can I start my application, save it or return to it later to complete?**

No, the entire application must be submitted in a single session.

- **If I have previously applied for a job at Maxim, can I use my previously uploaded resume or upload an updated resume, if needed?**

Yes. You may use the last resume (CV) you loaded or select to upload a new resume, which will prepopulate your new job application with your new resume information.

✓ **Can I apply for more than one positions at the same time?**

Yes, you can apply for and be considered for multiple positions at the same time.

✓ **Can I apply for a job or access my Candidate Home using my mobile device?**

Yes. Log onto the Maxim Career site using your mobile device. Search for the position and apply. Once you've set up your account, your candidate home will also be available.

CANDIDATE INFORMATION

✓ **What can I change in Account Settings?**

You can update your email address in Account Settings. This will feed over to our recruiting system automatically.

✓ **How do I update my contact or personal information after I've applied for a job?**

You can update your name, preferred name, and/or contact information under "my information" on the Candidate Home at any time.

✓ **How do I change my password?**

On the Candidate Portal, click "Forgot Password" and enter your email address. You will receive an email to re-set your password.

✓ **What should I do, if I don't remember the email address I used to apply?**

You may create a new candidate profile using an alternative email address.

✓ **I created two accounts as an applicant, is there a way to merge the accounts?**

During the recruitment process, your Talent Acquisition Partner will review the applications and merge the two accounts.

✓ **What should I do if I want to cancel or withdrawal my application?**

During the recruitment process, your Talent Acquisition Partner will contact you if your background is a fit for the position(s). If you are no longer interested in being considered for the position(s) your Talent Acquisition Partner will withdrawal your application.

INTERVIEW/ SCHEDULE

✓ **Where can I find the schedule of my interviews?**

You can find your interview schedule under the "My Scheduled Events" section on the Candidate Home page.

✓ **What do the "Interview Types" mean in my interview schedule?**

Interview Evaluation Form Only – No action needed from you. This is FYI only. You have already interviewed for a position with Maxim and the interviewer needs to complete an interview



evaluation form.

In Person– You have been scheduled to come onsite to one of Maxim’s locations. You should have received a separate email from your Talent Acquisition Partner or Administrative Assistant with detailed information for your onsite interview.

Video - You have been scheduled for a Video interview with one of Maxim's employees. You should have received a separate email from your Talent Acquisition Partner or Administrative Assistant with detailed information for your video interview.

Phone - You have been scheduled for a phone interview with one of Maxim's employees. You should have received a separate email from your Talent Acquisition Partner or Administrative Assistant with detailed information for your phone interview.

- **What should I do if I want to make a change or cancel to my scheduled interview?**

You may accept or modify your interview schedule by directly taking the necessary action in your interview schedule in your email calendar. Alternatively, you can reach out to your interview scheduler to request the changes.

OFFER DOCUMENTS

- **Where can I find my offer documents?**

Your offer letter or related documents will be available under the "Your Tasks" section of the Candidate Home.

- **What information do I need to provide after I accept my offer?**

Once you've accepted the offer, you will be asked to provide your Social Security or National ID, Date of Birth, and Preferred Start Date. This information may be used to conduct pre-employment screenings (where applicable) and set up your hiring and onboarding processes.