

HOW WE HIRE



APPLICATION

1. Review available positions. Bonaventure is a full-service real estate firm with career opportunities in Property Management, Asset Management, Investments, Development, Accounting, Design and Construction. Take time to match your skills, experience and interests to opportunities that excite you.
2. Apply for positions for which you may be a good fit. Some opportunities may require you to provide a resume.
 - a. Use your resume as a way to tell a story about your experience.
 - b. Align your skills and experience with the job description.
 - c. Be specific about projects you've worked on. Don't be shy about sharing metrics and achievements.
 - d. We love success stories. Tell us about your triumphs, the recognition you've received or awards you've earned.
3. Your application will be reviewed by a member of our HR team. Based on your experience, we will identify opportunities (both current and upcoming) that may be a good fit for you. Note, the position for which you applied may not be the only position for which you are considered.

PRELIMINARY INTERVIEW

1. If we determine that your qualifications are a good fit for any of the positions we currently have open, a member of our HR team will contact you to schedule a preliminary interview.
2. The preliminary interview is a way for us to ensure that you embody our core values and would work well with our team. [Please review Our Core Values.](#)
3. It's important to remember that interviews should be a two way street. You are interviewing Bonaventure as much as we are interviewing you. Use the preliminary interview to ask questions about the company and discuss any concerns that you may have.
4. Many of our interviews are conducted virtually. Be prepared and ensure that you have a good internet connection.

PREDICTIVE INDEX ASSESSMENT

1. If HR determines that you align with the position, core values and culture, you may be asked to complete Predictive Index Assessment(s).
2. The Predictive Index Assessment is used to ensure that your profile aligns with the desired traits of the position you applied to.
3. After you complete the Assessment(s), HR will review your resume, interview notes and your Assessment(s) to determine next steps.
4. HR will reach out to you on any next steps, including next interview(s).

INTERVIEW WITH HIRING MANAGER

1. HR will reach out to you to coordinate interview with the Hiring Manager. Sometimes the Hiring Manager may do this on their own.
2. The Hiring Manager will review your resume, notes from initial interview and your Assessment(s)
3. The Hiring Manager will describe specific responsibilities of the position and what to expect in this role.
4. Ask questions about the role, discuss your strengths and how you align with Bonaventure and the position.
5. If the Hiring Manager determines you are a good fit for the position, they may want to schedule additional interviews with other key people at Bonaventure.

OFFERS

1. Offers are typically extended via email. As part of the offer, you will be asked to sign a letter of intent to accept the position. Once you accept the offer, we will no longer advertise or interview for the position.
2. Once you have signed your offer letter, you will receive pre-employment paperwork from the HR team. Please complete the pre-employment paperwork as soon as possible so that we can ensure you are able to start as scheduled.
3. Once your pre-employment screening is approved, you will receive confirmation from the HR team as well as an onboarding schedule.
4. Due to COVID-19 we may need to make some accommodations to our normal onboarding program.

[VIEW CAREER POSTINGS](#)