



Applicant Employment Process

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PROFESSIONAL BANKER Program

Our Partnership

Nevada State Bank Provides . . .	Employee Provides . . .
<ul style="list-style-type: none"> ◆ Friendly, professional workplace ◆ Clear workplace expectations, policies and procedures ◆ Competitive base pay and incentive reward opportunities ◆ Employee respect ◆ An open-door policy ◆ Career advancement opportunities ◆ Service and solutions based business ◆ Awareness of any current or future market / environment changes ◆ Awareness and support for community involvement activities 	<ul style="list-style-type: none"> ◆ Professionalism and enthusiasm for the workplace ◆ Willingness to follow workplace policies and procedures by owning own actions and outcomes ◆ Commitment to excellence; whether client or colleague experience ◆ Honesty, concern and respect; can put yourself in other person's shoes ◆ Motivation with a positive attitude while creating bonds of trust ◆ Grow as an individual; take ownership of career path ◆ Courteous, professional and extraordinary customer service; accountability for getting work done ◆ Embrace changes as opportunities ◆ Volunteering for causes that impact our community

Program Description

Professional Banker is more than a job title here at Nevada State Bank. Our Professional Banker program allows our colleagues to not only master the Teller/Professional Banker role, but also learn and develop the skills needed to be successful in advancing into areas such as new accounts, management, operations, and other department opportunities.

The Professional Banker program provides new employees with the following;

- Detailed program requirements
- Detailed job responsibility criteria
- Regulatory and training course work expectations
- Minimum quarterly sales expectations
- Frequent performance evaluations
- Advancement opportunities

As a final note, the Professional Banker program provides motivated employees with many opportunities by placing the “ownership” of the program with the employee. The management team will partner with their new employee to provide career guidance. The program however, is demanding in its expectations at each level. Employees unable to meet program expectations will be offered career counseling but may ultimately be directed to employment outside of the Bank that better matches their ambitions, skills and abilities.

PROFESSIONAL BANKER Program

Interview Process

1. Applicant Interview

Typically, your interview will include the Branch Manager and Assistant Branch Manager or Branch Customer Service Manager. This process will either be as a group interview, a single candidate interview process, or both. All applicants will be asked the same interview questions. During the interview, panel members will take notes.

Please **DRESS PROFESSIONALLY** for the interview. See next page for appropriate professional attire.

The purpose of the interview is not to seek information regarding your philosophies, ideas, or thoughts about how you might perform the job of a Professional Banker. Instead, the interview is structured to provide you the opportunity to share specific events from your past experiences, which may demonstrate the presence of the desired job skills and to assess your interview behavior compared to desirable job-related behaviors.

The interview will take approximately 45 minutes to 1 hour.

2. Applicant Sales Presentation

You will have 1-2 minutes' maximum to present your product/service sales presentation to the Nevada State Bank representatives present in the interview. Please come prepared to present **one** of the products/services listed below.

- Basic Checking Account
- Credit Card
- Home Loan
- Home Equity Credit Line
- Business Mobile Banking

- Newspaper Subscription
- Family Portrait Package
- Las Vegas Staycation

During your presentation, you should explain your product or service to include features and benefits. This will not be a resistant or difficult presentation. You can assume the panel to consist of willing individuals who have a need or interest in what you are selling.

****Please come prepared with your presentation****

Successful applicants offered a position must:

- Pass an FBI fingerprint screen
- Meet employment / reference check expectations

PROFESSIONAL BANKER Program

TIPS for PROFESSIONAL ATTIRE

- Go undercover – visit the company before your interview and see what others in the building are wearing and dress one step above them. It's better to be over dressed in an interview than underdressed.
- Take time to make sure your clothes fit you well and don't need to be pressed or dry cleaned.
- Attire should be professional, as you are working in a business environment.
- Generally, professional attire includes: dress slacks, dress shirts, blazers, suits, dresses, dress shoes, etc.
- Attire that is not considered professional includes: jeans, capris, t-shirts, tank tops, shorts, sandals, flip flops, etc.
- All clothing should be of appropriate fit for your body type, not generally considered sheer, too tight or too short.
- Except for earrings, body-piercing jewelry should not be worn and visible tattoos are not acceptable.
- Clean and professional personal hygiene is essential. Also, remember that fragrances should be used in moderation.