



CAREER LAYOUT

Hiring process overview

WELCOME

At LUSH Magazine, our job descriptions are more than just lists of requirements; they're invitations to passionate and talented individuals. We strive to create descriptions that accurately reflect the role, the team, and the overall culture of LUSH. Each description typically includes the following:

- **Job Title:** Clear and concise title reflecting the role's responsibilities.
- **Department:** Identifies the team the role belongs to (e.g., Editorial, Art, Marketing).
- **Reports To:** Specifies the direct supervisor for the position.
- **Summary:** A brief overview of the role's purpose and key responsibilities.
- **Responsibilities:** A detailed list of the tasks and duties associated with the role.
- **Qualifications:** The necessary skills, experience, and education required for success.
- **About LUSH Magazine:** A brief introduction to the magazine's mission, values, and culture. We emphasize our commitment to creativity, innovation, and inclusivity.

The Application Procedure: Making Your First Impression

Applying to LUSH Magazine is your opportunity to showcase your talent and passion. We encourage candidates to carefully review the job description and tailor their application to the specific role. Our application process generally involves these steps:

1. **Online Application:** Submit your resume, cover letter, and any relevant portfolio pieces through our online careers portal.
2. **Cover Letter:** Your cover letter should highlight your relevant skills and experience, and explain why you are interested in working at LUSH Magazine. Demonstrate your understanding of our brand and audience.
3. **Resume/CV:** Ensure your resume is up-to-date and clearly outlines your work history, education, and skills.

4. **Portfolio (If Applicable):** For creative roles, a portfolio showcasing your best work is essential. Include a variety of projects that demonstrate your skills and style.
5. **Acknowledgement:** You will receive an automated email acknowledging the submission of your application.

Interview Stages: Getting to Know You

Our interview process is designed to assess your skills, experience, and cultural fit. Depending on the role, you may participate in one or more of the following interview stages:

- **Initial Screening:** A brief phone or video call with a member of our HR team to discuss your background and qualifications.
- **Hiring Manager Interview:** A more in-depth interview with the hiring manager to discuss the role's responsibilities and your relevant experience.
- **Team Interview:** An opportunity to meet with potential colleagues and learn more about the team dynamics.
- **Skills Assessment:** For some roles, you may be asked to complete a skills assessment or project to demonstrate your abilities.

Interview Tips:

- Research LUSH Magazine and the role you are applying for.
- Prepare thoughtful questions to ask the interviewer.
- Dress professionally and arrive on time.
- Be prepared to discuss your skills, experience, and career goals.
- Demonstrate your passion for the magazine and the industry.

Onboarding: Welcome to the LUSH Family!

Once you've accepted a position at LUSH Magazine, our onboarding process is designed to help you integrate seamlessly into our team and culture. The onboarding process typically includes:

- **Welcome Package:** A welcome package with information about the company, our policies, and benefits.
- **HR Orientation:** An overview of company policies, procedures, and benefits.
- **Department Introduction:** An introduction to your team and their roles.
- **Role-Specific Training:** Training on the specific skills and knowledge required for your role.
- **Mentorship Program:** Pairing with a mentor to provide guidance and support during your first few months.
- **Regular Check-ins:** Regular check-ins with your manager to discuss your progress and address any concerns.

We are committed to providing a supportive and engaging onboarding experience for all new employees.

Summary

This document outlines the career layout for LUSH Magazine, focusing on the hiring process. From crafting detailed job descriptions to providing a supportive onboarding experience, we aim to attract and retain top talent who are passionate about contributing to our magazine's success. We believe that a transparent and well-structured hiring process is essential for building a strong and diverse team.