

## APPLICATION PROCESS

To make things easier for interested applicants and for our Managers, the House on the Rock Human Resources department coordinates the recruiting and application process for all Inn, Attraction and Resort positions. This means that coming to the properties to obtain a walk-in interview before applying and completing multiple applications are not needed.

The process always begins with a single thoroughly completed application form. The application form asks questions about your background, interests, skills and availability. Hiring and screening professionals call applicants whose interests, skills, abilities and availability appear to best match the position they are seeking to fill. Indicating an interest in a wide variety of positions is encouraged as openings change weekly during our team building season. Surprisingly, most positions must work well into the fall, as fall tourism is much busier than spring tourism in our area.

After you fill out our application and send it to the House on the Rock Human Resources (HR) department, your application is entered into a database. Applications are made available to all hiring decision makers for review. If you see an ad running a few months after your date of application – please call the HR department so we may note your continued interest. If information such as your phone number changes, please let our HR department know that as well.

Because of the volume of applications, and the gradual team building process, we do not send letters to applicants saying our positions have been filled. Your application remains on file all season long.

## TEAM INFORMATION

Our team is made up of enthusiastic individuals committed to offering memorable moments to each Guest. We are an equal opportunity employer.

Over half of our team members are rehired from past seasons or are part of a small group who work 52 weeks/year. First season team members find this a welcoming and helpful environment in which to work.

Team members range in age from teens to seniors. The majority of positions work directly in serving our Guests. Restaurant departments and housekeeping departments are large and have the most position openings each season.

The Resort and Inn are open 24 hours a day, seven days a week in peak season. We staff three shifts at the hotel front desks and two shifts in the Resort golf operations and Resort food and beverage departments. The Attraction is open from 9 am to 5 pm during the regular operating season and the Attraction team members work schedules that complement these operating hours.

The season starts in early March in all operations and gets busier with each passing week. Golf operations begin in early April. For all operations, June through October represents our peak months and weekends represent our peak days.

Vivid, Inc.   
the house  
on the rock 



### **The House on the Rock Attraction • Inn • Resort TEAM & APPLICATION INFORMATION**

The House on the Rock Properties delights thousands of visitors each year. What started out as a unique attraction has expanded into a three property destination for visitors that is unmatched by any other. The House on the Rock Inn, Attraction and Resort offer memorable experiences to our Guests through the efforts of a top notch team that truly is committed to our vision. Our team values safety, cleanliness and Guest service.

This information, along with information on our application for employment, is designed to help individuals know more about our team and our team building process.

## SELECT TEAM GUIDELINES

We adhere to a set of guidelines to further teamwork and so we may offer the quality Guest service our brand is known for. Select guidelines are highlighted so you may know more about the culture of our team.

We believe in a healthy work environment and have stringent smoking policies. If scheduled a shift of 5 - 6 hours we receive one paid break. For shifts that are between 6 and 8.5 hours we receive one paid break and some positions receive an additional unpaid meal period. If we are scheduled on a shift of less than five hours we do not receive a paid break or an unpaid meal period. Tobacco, including e cigarettes, may only be used during paid break or unpaid meal periods in designated outdoor areas.

Cellular phones detract from our Guest care environment and are not allowed to be carried while we work. Phones and similar devices must remain in break room lockers or in team member's cars and can only be used during break or meal periods.

Creating a positive first impression is important in this industry so we follow conservative image guidelines. Shirts (provided) are worn tucked in. We do not wear blue jeans, leggings or athletic style bottoms. Make-up, jewelry and perfume, when worn; must be done in moderation. We are not permitted to wear rings in body piercings other than in the ear and we wear close-toed shoes. Tattoos must be covered by clothing if working in direct Guest service positions.

We have policies against violence bullying, harassment and discrimination and against drug and alcohol use on the job or being under the influence while at work.

## IF CALLED FOR AN INTERVIEW

With three facilities and multiple interviewers, it is important to note the correct location of the interview, the time of the interview and the interviewer's name. Please plan on arriving to the interview a few minutes early.

- Be sure to dress the way you think you will on the job when arriving for an interview.
- A first screening interview lasts about an hour (times vary by department).
- Qualified candidates are called back in for additional interview(s) and a variety of background checks take place before job offers are made to those who best match the position opening.
- If you are hired, your first day on the job is an orientation session where you will learn more about our company.

### Interview Locations:

- The House on the Rock Inn, 3591 State Road 23, Dodgeville, WI 53533. (608)935-3711
- The House on the Rock Attraction, 5754 State Road 23, Spring Green, WI 53588. (608)935-3639
- The House on the Rock Resort, 400 Springs Drive, Spring Green, WI 53588. (608)588-7000

Completed applications and follow up questions should be directed to: The House on the Rock Human Resources Office, 5754 State Road 23, Spring Green, WI 53588

Telephone: (608)935-3639 x 1201

Fax: (608)935-9472

[information@thehouseontherock.com](mailto:information@thehouseontherock.com)

Thank you for your interest in our Team!

## BENEFITS OVERVIEW

Serving others is rewarding work and working with other great team members is one of the best benefits of joining the team. Most of our positions are entry level and provide great skills to highlight when making that next career move.

All team members receive on-duty discounts at food and retail outlets and receive hotel room discounts.

After department training takes place, team members receive a Team ID to obtain generous off-duty discounts at House on the Rock food outlets, retail outlets and the spa while employed. Active team members may use their Team ID card to visit the attraction and to golf complimentary according to Company guidelines. Team members also receive perks such as attraction passes, golf passes and/or pool passes to give family and friends, letters for complimentary admission to area attractions who participate in a reciprocity program and free use of the fitness rooms (excluding the pools) at the Inn and Resort.

Team members meeting the criteria of being in *regular* positions working an average of 36 or more hours per week, 52 weeks a year, receive personal and/or vacation time and may enroll in our partially paid group health insurance benefit and/or our 401 K plan.

Thank you for your interest in our Team and let your friends know applications are available by phone or maybe printed from our website [www.thehouseontherock.com](http://www.thehouseontherock.com).