



## **Frequently Asked Questions**

### **What does Modern Litho do?**

Modern Litho is a commercial printing company offering a wide range of products and services for our clients including a variety of bound periodicals, direct mailing, marketing collateral, wide format signage, vinyl banners, and creative services and design.

### **As a new employee, what can I expect on my first day at Modern Litho?**

You will meet with a member of our Human Resources team to complete necessary paperwork, review company policies and procedures, review the 90-day onboarding process and schedule necessary trainings. You will need to bring proper identification to complete employment verification through E-Verify as well as your personal banking information to set up direct deposit.

### **As a new employee, will I serve a probationary period?**

Yes, all employees will serve a probationary period of 90 days. This enables a new Employee to become adjusted and accustomed to the Company and determine whether you are properly suited for the type of work for which you were hired.

### **How often are Modern Litho employees paid?**

Employees are paid bi-weekly.

### **What benefits does Modern Litho offer to their employees?**

- Health Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability
- Critical Illness, Hospital Indemnity, Short Term Disability and Accident Insurance
- 401K with an employer match
- 9 paid holidays
- Paid-Time-Off (PTO) accrual
- Employee Assistance Program (EAP)
- Health and Wellness programs

### **What is the hiring process at Modern Litho once I submit an application/resume?**

Once we have received your application, our Human Resources team will identify candidates that meet the minimum qualifications for the job posting. You will be contacted for an interview by a member of Human Resources if they believe you would be a good fit for the position. You will then interview with Human Resources and a Production Team Leader or Department Director depending on the position. Once all candidates have been assessed, a formal offer will be submitted in writing. Administrative positions will be required to complete a background check before a job offer is finalized.

### **Who should I contact to follow up on the status of my application?**

You may contact a member of our Human Resources team at 573-635-6119/1-800-456-5687(toll free) or email [careers@modernlitho.com](mailto:careers@modernlitho.com).