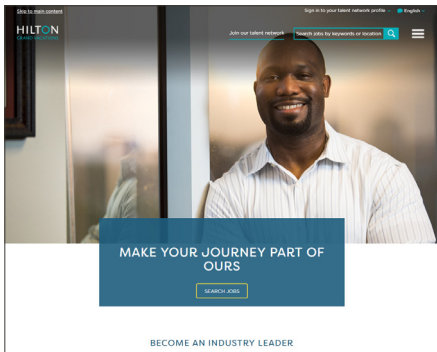


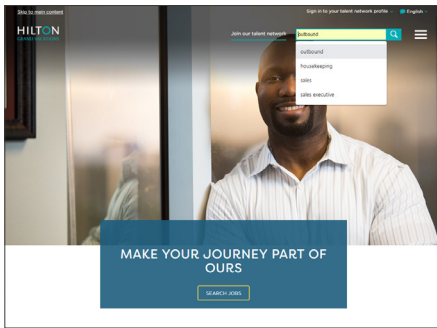
# HOW TO APPLY FOR A JOB AT HILTON GRAND VACATIONS

## 1. Visit the HGV Careers Website at [hgv.com/careers](http://hgv.com/careers)

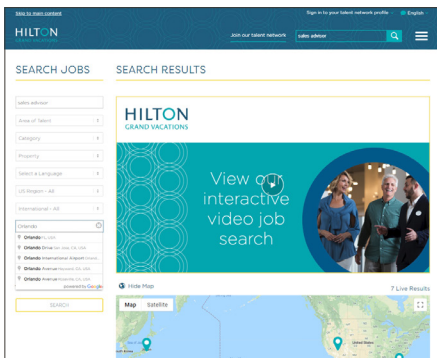


## 2. Search for Available Jobs

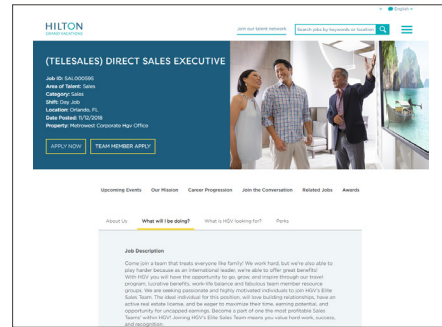
By keyword, job title, location or job ID#.



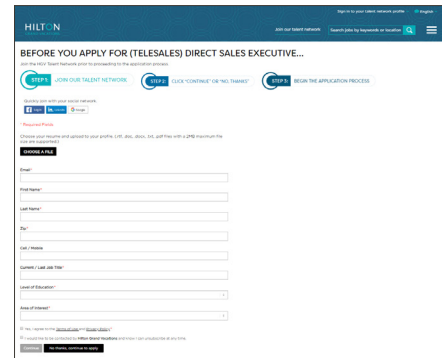
You will then be taken to the job search results page. Current opportunities that best match your search terms will appear below the video and interactive map. Here, you have the ability to filter results on the left side of the page, based on property name, geographic region, area of talent, language, city/location, etc.



## 3. Once you've selected the job title you're interested in, review the job description and qualifications, then click **Apply Now** when you're ready to submit your application.



*\*Before you apply, you'll be given the opportunity to join the Hilton Grand Vacations Talent Network. This is not a required step, but opts you in to receive the latest information on our company, including new job postings in your areas of interest.*

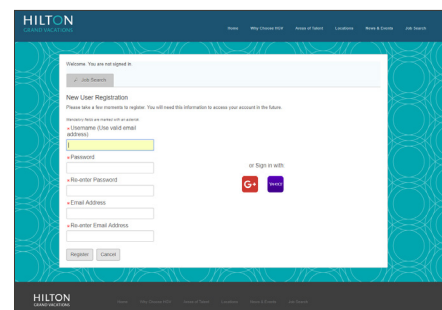


*Please note: Your Talent Network profile is separate from your application profile. You still need to complete an application for each job posting you'd like to apply for. As a tip, use your email address as your username for both the talent network and application profile setup.*

## 4. Log in to Apply

Use your username and password to access the application(s) you wish to complete.

If you don't have an account, please create one by clicking on **New User**. You'll be asked to create a username and password, enter your email address, and provide the answers to two security questions.



If you have an account but can't remember your credentials, click ***Forgot Your Username*** or ***Forgot Your Password***, and follow the prompts to answer the security questions that you set up on the account initially.

## 5. Submit an Application

Start your application by selecting from the options available. You can choose to upload your resume, import your LinkedIn profile, or complete the application manually.

If you choose one of the first two options, our system will conveniently populate the application template based on the information that appears on your resume or LinkedIn profile. Please review your application for errors that may occur when this information is extracted.

This screenshot shows the 'Resume Upload' section of the application form. It includes instructions on how to upload a resume, a 'Select a resume' button, and a 'Resume Upload' button. There are also links for 'Import LinkedIn Profile' and 'Or Upload a Resume'.

If you choose not to upload a resume, you'll need to fill out the online submission form manually.

Note: If you previously uploaded a resume, it is within our Talent Network. Please upload your resume again to populate your application.

Click ***Save and Continue*** to proceed to the next step.

## 6. Enter Your Personal Information

Complete all of the fields marked with a red asterisk.

If you were referred by an HGV Team Member, enter that person's name and HGV personal number under ***Basic Profile Information***. Click ***Save and Continue*** to proceed to the next step.

This screenshot shows the 'Basic Profile Information' section of the application form. It includes fields for 'First Name', 'Last Name', 'Email', 'Phone', and 'Address'. There are also fields for 'Referral Source' and 'Referral Code'. The 'HILTON' logo is visible at the bottom.

## 7. Enter Your Qualifications

List your education starting with the most recent experience. You must specify at least one education entry. If you do not have any prior education, please enter "Not in List" for the ***Institution & Program***.

This screenshot shows the 'Education' section of the application form. It includes a table for listing education entries with columns for 'Institution', 'Program', 'Degree', 'Start Date', and 'End Date'. There are also fields for 'Institution' and 'Program'.

Next, list your work experience starting with the most relevant to the job you're applying for. You must specify at least one work experience entry. Click ***Add Work Experience*** to add additional experiences. If you do not have any work experience, please enter "Not in List."

This screenshot shows the 'Work Experience' section of the application form. It includes a table for listing work experience entries with columns for 'Company', 'Position', 'Start Date', and 'End Date'. There are also fields for 'Company' and 'Position'.

Finally, enter any relevant certifications you feel are pertinent to the job application. Do not list expired certifications.

This screenshot shows the 'Certifications' section of the application form. It includes a table for listing certification entries with columns for 'Certification', 'Issued Date', and 'Expiration Date'. There are also fields for 'Certification' and 'Issued Date'.

Click ***Save and Continue*** to proceed to the next step.

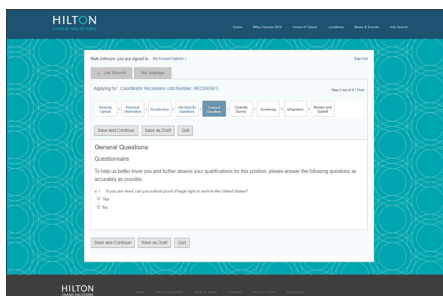
## 8. Answer the Job-Specific Questions

Complete the questionnaire, then click ***Save and Continue***.

This screenshot shows the 'Job Specific Questions' section of the application form. It includes a list of questions related to the job application, such as 'Are you currently employed?' and 'How many years of experience do you have?'. There are also fields for 'Answer' and 'Comments'.

## 9. Answer the General Questions

Complete the questionnaire, then click **Save and Continue**.



## 10. Complete Screening

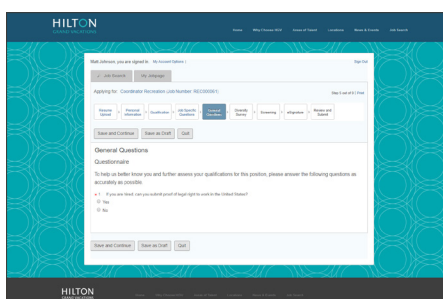
Click **Complete Tax Questionnaire** and fill out the online tax credit questionnaire, which will screen you for relevant tax credits for which our company may be eligible should you be hired for this position. The screening takes just a few minutes to complete. *Please note: this process will take you to a secure website provided by our vendor partner.*

When you've finished the questionnaire, click **Save and Continue**, but do not close the screen. You'll be redirected back to your application page after a few moments.

## 11. Sign Your Application

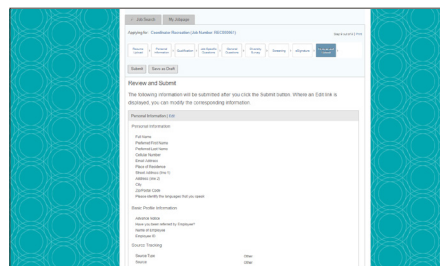
Please read the statement carefully, then acknowledge that you've read it and approve it by typing your full name at the bottom of the page. This e-signature is the electronic equivalent of a handwritten signature.

Click **Save and Continue** to proceed to the next step.

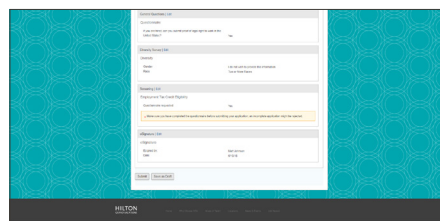


## 12. Review and Submit Your Application

Thoroughly review all of the information you provided in your application. You may make modifications by clicking **Edit** next to the corresponding information. When you're finished reviewing, please click **Submit** to complete the application process.



*\*You may **Save as Draft** at any time, but this will remove you from the current submission process. Your job application will not be considered if it is not completed. Your application drafts can be found under the **My Job Page** tab. If you return to complete your application after the position has been removed, you will not be able to submit your application.*



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EOE/AA/Disabled/Veterans

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