



## EMPLOYMENT FAQ

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## EMPLOYMENT FAQ

### How do I submit a resume?

Please follow the application instructions associated with each posting.

### How do I submit a resume if I do not see a job that matches my expertise and/or interest at this time, but I am interested in being considered for future opportunities?

Email your resume and cover letter, preferably in MS Word (version 2003 or earlier) or PDF format, to [talent@cytokinetics.com](mailto:talent@cytokinetics.com). In the subject line of the email include the position you are interested in if it becomes available in the future.

### How will I know the status of my resume?

Your resume is automatically entered into our resume database. Our recruiting team and hiring team will work together to identify candidates who best match our current job openings. Those candidates will be contacted directly. If our current openings are not a strong fit with your background, your resume will be kept in our database and if a future opening is a match, we will contact you.

## UNIVERSITY RELATIONS FAQ

### Are there internship programs available?

Yes, we run an internship program annually. We post available internship positions in our Careers page in December.

If you see an internship opportunity you are interested in, please follow the application instructions associated with each posting.



### **Do you hire recent graduates without industry experience?**

Although most of our recruiting efforts are focused on candidates with industry experience, in the past we have hired recent graduates who have lacked such experience. If you see a position that you may be interested in, please follow the application instructions associated with each posting.

## **STAFFING AGENCIES FAQ**

### **Do you work with staffing agencies?**

Yes. We understand the value that external recruiting services can bring to our recruiting efforts.

### **What is the best way for agencies to get on Cytokinetics' approved vendor list?**

Send an email to [talent@cytokinetics.com](mailto:talent@cytokinetics.com) and in the subject line include the following: "Staffing Agency", the title of your organization and your focus. Explain your expertise and provide recent examples of your accomplishments that may be of relevance to our organization.

### **Can agencies contact hiring managers directly?**

**Agencies may not contact hiring managers directly;** hiring managers rely on the Human Resources department to select promising agencies. Neglecting this process may negatively impact an agency's ability to become an approved vendor at Cytokinetics. If agencies present unsolicited resumes to any Cytokinetics employee, we reserve the right to pursue and/or hire that candidate with no financial or other obligation to the recruiter or agency.