

KATA Application Process



The intent of this document is to outline the steps that are required in order to be considered for an interview with KATA Accounting Solutions Professional Corporation. These steps are designed to provide some basic training and see if you can manage overcoming challenges independently. It is intended to filter out applicants who aren't serious about the role or cannot adapt to the technological requirements we work in regularly. Failing to complete all the steps ***precisely*** in this process will mean we won't consider you as a potential teammate.

1. Follow KATA Accounting Solutions on at least one social media channel. You can find us on Facebook, LinkedIn and Instagram. Send us a message on that channel letting us know you're interested in joining our team.
2. Take the KATA pre-screening educational class. Regardless of if you move forward in the hiring process, this will help you get better at using some basic Google Workspace functionality and will be a useful, transferable skill:
 - a. Go to g.co/AppliedDigitalSkills
 - b. Click "**Sign in**" in the top right

- c. Sign in with your Google account, or create a new one
 - d. Click "**I am a student**"
 - e. Click "**Join a class**" and enter class code **5zcn5c**
 - f. Go through the modules of the class, you will need to use these skills in later steps. *You do NOT need to complete the assignments, but you should attempt them in order to show results through Google Classroom. Failure to complete an assignment at this stage will NOT result in us dismissing your consideration. Failure to do any part of the assignment will appear to us as though you haven't completed this step.*
3. Record a short video telling us why you would be a great addition to our team and upload it to your google drive. It does NOT need to be professional and polished, a rough-cut, authentic video is preferred. Then, share it with contact@kataaccounting.com and make that email address the owner of the video. (This video will not be shared outside of KATA Accounting.) Be sure to include the following in your video:
 - a. Your name and where you live
 - b. What position you want and how you heard about the position
 - c. Why you want to be a part of the KATA team
 - d. What attracted you to KATA Accounting Solutions
 - e. How your experience and attitude will help you be successful at this role
 - f. Why we'll love having you on the team
 - g. How you'll manage your work-life balance and discipline yourself to meet agreed upon deadlines
 - h. Tell us about a time you faced adversity and how you overcame it
 - i. Tell us something interesting about yourself
 - j. Tell us your compensation expectations
 - k. What is the one thing you'd really like to know about working with us
4. Upload a copy of your resume and cover letter to Google Drive, share it with contact@kataaccounting.com and make that email address the owner of the file.

Alternatively, you can connect with us on LinkedIn and send an email to

contact@kataaccounting.com asking to apply with your LinkedIn Profile and use the email you send as your cover letter.

5. Find and call KATA's toll-free number and leave a message in the general voicemail (hit "0" when prompted). The message you leave will be, "Hi, this is <Insert your name> calling from <your phone number> regarding the <Position title> position available. I've uploaded the video and a copy of my resume and made contact@kataaccounting.com the owner of the files. I look forward to progressing with the hiring process. Thank you." Then, say nothing else and hang up.
6. Email contact@kataaccounting.com and tell us that you have completed all the pre-screening tasks, what you thought and how you felt about the pre-screening tasks, and ask at least one question for the firm's founder.
7. If you are successful, a member of our team will be in touch to schedule an interview.

We recognize that going through these steps will take some time. The intent is not to waste your time, but to ensure we receive candidates who are serious, tech-capable and authentic.

Thank you so much for your interest in KATA Accounting Solutions!