



Updated 6/3/11

Effective June 1, 2011, in order to apply for a position with Spectrum, you are **required** to access our on-line application form which may be found at [www.hermanmiller.com](http://www.hermanmiller.com). This is the only way to apply for an open position with Spectrum. No paper applications will be accepted.

To apply on-line, visit [www.hermanmiller.com](http://www.hermanmiller.com), and follow the instructions outlined below:

1. Visit [www.hermanmiller.com](http://www.hermanmiller.com)
2. About Us
3. How you can join us
4. How to Apply
5. (To apply for an open position that is posted on Spectrum's or Herman Miller's web site) Select "All Open Jobs"
6. Job Search – Enter pertinent information (e.g. Pennsylvania, Sales, Design, etc.)

If you want to create a profile so that your information is housed in our system for future openings that we are not currently recruiting for, follow these instructions:

1. Follow steps #1 through #5 that are listed above
2. Create a profile
3. First time visitor
4. Log-in page
5. New User
6. Proceed with the process to set-up your profile

Should you encounter any difficulty, please contact Human Resources at [mlaw@spectrumworkplace.com](mailto:mlaw@spectrumworkplace.com) or 610-354-0300. For technical assistance, please call 616 654 3771 or send an e-mail to [careers\\_help@hermanmiller.com](mailto:careers_help@hermanmiller.com).

**Notice:** In compliance with the City of Philadelphia's Fair Criminal Record Screening Standard Ordinance effective 6/17/11, Spectrum/Herman Miller will not ask criminal history questions on job applications prior to or during the first interview.