

## Application Process

### Steps to Apply

1. Read all pages of the Guide Job Description thoroughly.
2. Prepare all necessary documents: Resume, Cover Letter, and 2 References. Please review the Guide Requirements page if you have questions about any of these items.
3. Use the Submit Application button below to complete the application and attach your documents.

**Submit Application**

### Next Steps

Once the above steps are complete, your application will be ready for review. The Trek Travel Guide Selection Process and New Guide Training Program are unique processes designed to enable us to offer Guide Contracts to the very best candidates.

Please do not submit application items to our office by mail or fax. Applications received by mail or fax will not be considered. Please do not contact Trek Travel by phone to inquire about the status of your application. We will only be contacting the strongest candidates for an interview.

Note: Applications are reviewed in the order they are received. It is in your best interest to submit your application early to improve your chances of being hired as we utilize rolling admissions while processing applications. We do accept applications throughout the year to keep on file, should our needs change.

### Microsoft Teams Video Interviews

We will select the strongest candidates for a Microsoft Teams video interview to be scheduled as applications are processed. If you are chosen for an interview, we will contact you to set up a convenient time. These interviews will last approximately 30 minutes.

Please note: If you are chosen for a Teams video interview, you will need to have access to a video-enabled computer or smartphone with strong Internet access.

### Virtual New Guide Selection & In-Person Training Bootcamp Events

Our New Guide Training Program will be a combination of virtual and in-person training. Learn more about these events below.

**Virtual New Guide Selection Event:** Our Virtual New Guide Selection Event takes place via Microsoft Teams and is conducted by our Trek Travel Selection Team. We will have multiple dates to choose from when these get scheduled. This is a 4-hour event online, structured as a group interview and comprised of a variety of activities. There is no pay for attending.

- Attendance of the Virtual New Guide Selection Event is mandatory to be considered for Guide Training.
- Candidates must have access to a computer video camera, a microphone and reliable internet connection.
- All candidates are notified quickly whether or not they have been invited to the New Guide Training Program.

**2024 New Guide Training Bootcamp Program:** Candidates invited to our New Guide Training Program will take part in an exciting two-step process:

Virtual New Guide Training is a series of virtual sessions totaling approximately 20 hours. There is no travel required for this section of training as it is open to candidates 10 days prior to the next phase of training and taken at your own pace, though it must be completed prior to the next phase of training. We recommend working on course material a few hours per day.

- Virtual New Guide Training - Dates for 2024 training have been completed. Keep an eye in case more dates are posted for the 2024 season.

The New Guide Training Event (NGT) is the next phase of our New Guide Training Program. It is an in-person, 8-day bootcamp, consisting of hands-on training and practice with fellow candidates. Trek Travel covers accommodation and meal expenses during these days. Travel expense is a personal expense for candidates.

- New Guide Training Bootcamp - Dates for 2024 New Guide Training Bootcamp have been completed. Keep an eye in case more dates are posted for the 2024 season.

Attendance is mandatory, if invited, in order to be considered for a Guide Contract. Training Events will be comprised of an intensive series of role-playing scenarios, group challenges, bike repair, trip financials, trip reporting and mock trips. After New Guide Training is complete, we offer Guide Contracts to our strongest candidates. Candidates must have access to a computer video camera, a microphone, and reliable internet connection. Candidates are responsible for associated travel expenses. Trek Travel will pay for accommodation, transportation, and meals while at Training. All candidates are notified after the New Guide Training Bootcamp if they will be receiving a Guide Contract or not.

*It is very important to point out that being invited to Guide Training does not guarantee you will be offered a Guide Contract with Trek Travel. Only those candidates who display the highest degree of competency during Guide Training will be offered a contract.*

*At any point during Guide Training, participants may be asked to leave if we do not feel they are meeting the established criteria. It is for this reason we strongly recommend candidates purchase changeable air tickets if they are invited.*

*Additional Virtual New Guide Selection Events will be announced as needed.*