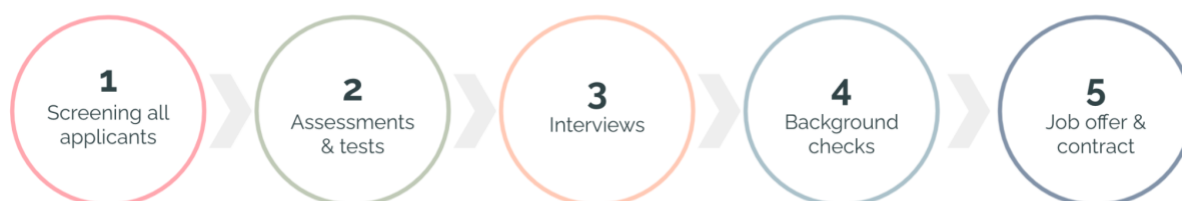


## OUR RECRUITMENT PROCESS

We place strong emphasis on our future employees' ethical principles, and the importance of diversity and equality.

Our recruitment process has been designed to make sure that you are a good fit for life at Samuel Hall- and we are a good fit for you. We are looking to determine your ability to meet our high standards, whether you can thrive in our unique culture, and to what extent you are aligned with our core values, our future employees will deliver up to our high-quality standards.

To better understand what is important to us, please read our culture [here](#), and our value proposition [here](#).



### 1. Screening all applications within deadline

At the deadline for submission, we will screen your application and assess its suitability against the requirements described in the advertisement.

We receive many applicants for each vacant position and if you have not received an answer within a month; consider your application unsuccessful. Please be aware that applications that do not meet the minimum standards in terms of work experience, language skills or qualifications will generally not be considered.

### 2. Assessments and tests

We proceed further with the shortlisted candidates who we believe are the best fit for that specific position. Written tests are shared with the candidates to sieve further the qualities and requirements we are searching for i.e. technical knowhow, writing skills and styles.

### 3. Interviews of shortlisted candidates

Candidates that pass the written tests assessments are invited for an interview. This can be conducted either:

- Face to face
- Skype/Google Meet
- Zoom
- Phone

The interview will normally be divided into two separate parts:

- i. **Technical knowhow:** Designed to test your technical skills, knowledge, and ability to apply it in a realistic scenario. The technical interview will be conducted by the technical team. If successful, you'll naturally move to the next step.
- ii. **Competency based structured interview** focuses primarily on interpersonal skills, behavioral, situational and stress skills. This is the second step of the interview process and you'll be interviewed by the HR Team.

Please note:

- If unsuccessful in both the interview processes, the team will send you a regret letter.
- If successful, the next step will be to contact your references.

### 4. Background checks

Comprehensive background checks will be conducted for all final candidates. You will be required to provide three (3) referees who can vouch for your employment history and criminal records. In addition, your university diplomas to aid in the background checks.

## 5. Admission to Samuel Hall

After successfully completing steps 1- 4, the candidate will be offered an employment contract containing:

- Job title
- Duration of contract
- Salary
- Benefits
- Job responsibilities
- Standard code of conduct

Please be notified that this whole recruitment cycle will take between two (2) weeks and one (1) month.