

# FROM APPLICATION TO EMPLOYMENT

Please, familiarise yourself with our seven-step recruitment process

## 1: Upload your application

You apply for a job via our job listing, where you upload your resume, application/cover letter, educational certificates and possibly your credentials and references. When you have submitted your application, you will receive a confirmation of receipt.

## 2: Monjasa reviews applications

We will review all incoming applications on an ongoing basis and carefully select which candidates to invite for a first round of interviews.

## 3: You will be contacted either by phone or email

In case you are among one of the chosen candidates, we will contact you to set up an interview. If you have not been selected to proceed in the process, we will send you an e-mail informing you accordingly.

## 4: First interview

At your first interview, you will meet the hiring manager and a colleague from the HR Department. The interview will focus on your professional and personal qualifications as well as mutually matching expectations. We will inform you about Monjasa and the position in question, and we encourage you to ask whatever questions you find relevant.

## 5: Evaluation of first interview

Based on the first round of interviews, we will evaluate all candidates and contact each of them, either by phone or e-mail. If we choose to proceed with you to the next step in the recruitment process, you will be invited for a second interview, where we will ask you to bring a driver's licence (only relevant for traders), educational certificate and criminal record.

## 6: Second interview and assessment

At your second interview, you will meet the hiring manager and the colleague from HR again. Prior to the interview, you will be asked to complete an online personality profile assignment and a logical test. During the interview, you will be taken safely through the profile results, explaining the report's findings and possible implications.

## 7: Job offer

If we decide to offer you the position, we will call you and follow up with a job offer/contract. If you have not been selected, we will contact you shortly after the second round of interviews.

Please note that the process might differ slightly from region to region.