

## **Recruitment process**

### **Introduction:**

In EG, we strive for a transparent and professional recruitment process so that all our applicants have a good experience when applying for a job in EG. Our goal is to attract the best candidates with diverse backgrounds as we believe that diversity among our employees help create the best results and an attractive workplace. We have a global and international mindset which also shines through in our recruitment process where we actively seek to embrace diversity and a diverse workforce. We have an unbiased recruitment process and we recruit with the point of departure in competences and personality meanwhile keeping an eye for multiplicity in gender, ethnicity and age.

The duration of a recruitment process can vary from one job position to another which is why the information below functions as a general description of a recruitment process in EG. If you are interested in further information about the different parts of the recruitment process, you are welcome to read more about it here:

### **Job advert**

Job adverts are posted on our homepage and on our LinkedIn site. We do our best to describe the job and its tasks so you can get the best possible insight into the job position and which competences and experiences it requires. We both focus on finding the right match for the job position as well as finding a candidate who we assess can thrive in EG with our ways of working which can be very different from department to department.

### **Motivated application and CV**

In your application, you should take advantage of the opportunity to highlight your most important professional and personal competences as well as your motivation for applying for the job position in question. It is important that you highlight why you think you are the right candidate for the job and what qualities you can contribute with. A piece of advice will be to make a precise and concrete application which usually does not take up more than one page in total. Please send both your application and updated CV when applying for a job.

Please note that all data must be uploaded through our recruitment system as due to GDPR legislation we are not allowed to receive applications with personal data by email.

The first time you apply for a job at EG, you need to create a candidate profile, which only takes 2 minutes to make. The profile will ensure that you have control over your own data. After you have created your profile, you can send applications for the jobs you find interesting. You can revoke an application at any time and delete your profile.

### **Finding the right candidate**

Most of our job adverts do not have a specific deadline for application since we continuously screen and invite candidates for interviews. We hire when we have found the right candidate for the job, so please don't hesitate to send your application and CV – we look forward to reading it.

In EG, it is the recruiting manager who reads your application and CV since the manager is the one who best knows about the job, the tasks, the customers and the team.

If we assess, that you are unfortunately not the right match for the specific job position, you will receive a rejection email. However, it does not exclude that you can be the right match for another job position in EG.

All applications are handled confidentially and with respect from our managers and recruiters.

### **The first interview**

If you are invited to an interview in EG, we emphasize having a mutual and informal dialogue where we can get to know you better and gain insight into your competences and experiences. Meanwhile, you will also get to know about EG and the job position better just as you have the possibility to ask clarifying questions in order for you to decide whether EG is the right workplace for you.

As a point of departure, the first interview will always be with the recruiting manager. The interview will normally be held at one of our locations, but in cases where this might not be possible, the interview will be held over Teams.

If, after the interview, we assess that you are not the right match for the job position, we then strive to give you an oral rejection.

### **The second interview with test**

If you are called in for a second interview, you will usually have to answer two tests from People Test System, a logic test (30 min.) and a personality test (approx. 30 min.). The tests will be sent by email and must be completed before the interview since the second interview will take point of departure in the two test results.

In EG, we use tests because they are a really good interview tool to get to know you better and ensure a mutual match. It will be a recruitment consultant from Human Resource who reviews the results with you during the interview. The recruiting manager will also participate during the second interview.

### **References**

As part of the invitation to the second interview, you will be asked to fill out a form with information on your references. You will also need to inform your references that we may contact them. We only call your references if we estimate that you are the right match for the job position.

### **Contract and onboarding**

If you are offered the job position and we agree on a future collaboration, you will then receive a contract by our electronic contract system, DocuSign.

All new employees at EG are part of our "Onboarding program" which starts when you sign the contract and continues for approximately 90 days from the day you start in your new job. The onboarding program includes a wide range of activities such as introduction videos, courses, introduction to colleagues, tasks, customers and systems and of course 1:1 meeting with your manager.