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*Global Talent Acquisition*  
9.02.2023

# **Joining Learnship:** A guide on how to succeed with us



# How can we help?

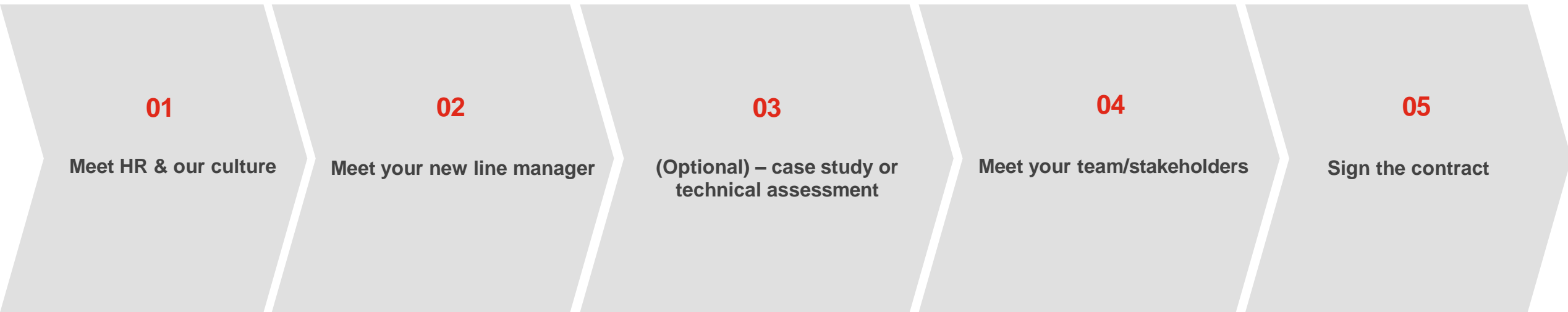
*Hey there!*

*We're thrilled to see that you are considering applying for a job at Learnship. Since we know that interviewing for jobs, whether experienced or not, can be nerve-racking, and we want you to succeed with us, we have decided to provide you with a sneak peek into our recruitment process and how to prepare best.*

*If you still have questions, contact your recruiter, or email us at [apply@learnship.com](mailto:apply@learnship.com). Please note that the above recruitment process is applied to most positions globally. There are cases, however, where the process might differ slightly. In such cases, your recruiter will notify you in advance.*

*\*The retention of personal data is governed by the DSGVO and the Federal Data Protection Act as of 25.05.2018.*

# Our Process in a nutshell



# Meet HR and our culture

This is usually the first round, during which you will meet the recruiter, who will become your main point of contact throughout the entire recruiting process. Our recruiters are only humans and share one common goal – *assessing together with you whether Learnship fits or not!* Learnship welcomes applications from all people - regardless of age, gender, origin, religion or physical characteristics. Learnship is committed to equal opportunities.

**The interview in this round is divided into four parts:**

01

## Introduction & overview

- During this, both sides will give a brief introduction, and the recruiter will outline the next steps

02

## Soft skills

- During this part, the recruiter will ask you a series of carefully pre-chosen questions that come with an open- end concept. We encourage you to take your time before answering them.
- Although our recruiters are not subject experts for all departments, our "culture or behavioral" questions are carefully selected and constantly updated as the company/department progresses.

03

## Conditions

- Includes but is not limited to expectations regarding notice period and compensation (base pay + bonus).

04

## Q&A from you

- We highly encourage you to ask truly any questions you want. Only with authentic questions can we, together, determine whether the position & company is a fit or not.

1

## This is how I Learnship

**RESPONSIBILITY  
& DECENCY**

### **I LEAD BY EXAMPLE**

We are reliable & take responsibility.  
Our ethical compass helps us stand firmly  
but also with humility.

**RESPECT  
& OPEN COMMUNICATION**

### **I CARE FOR YOU**

We communicate openly and create a place of  
well-being where each person is valued with their  
expertise, cultural background and character.

**PASSION  
& EXCELLENCE**

### **I MOVE BEYOND**

We give the best of ourselves, with  
attention to detail and dedication, and we  
are always prepared to share our expertise.

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Values

**COLLABORATION  
& HONOR**

### **I CELEBRATE OTHERS**

We believe in the power of collaboration,  
make room for dialog and celebrate  
each others' work and contribution.

**LEARNING  
& CURIOSITY**

### **I SEEK TO IMPROVE**

We don't settle. Our enthusiasm for  
lifelong learning makes us grow. –  
individually as well as a community.

# Meet your new line manager

Congratulations, you passed the 1st round and got invited for the 2nd round. In this round, you will have the opportunity to meet your amazing new line manager. But, again, our hiring managers, too, have only one objective - assessing with you whether Learnship fits or not!



## Introduction & overview

During this, both sides will give a brief introduction, and the line manager will outline the next steps.



## Let's get down to business – hard skills.

Subject to the position, the hiring manager will ask closed questions, where only one answer can be correct, or scenario-based ones, that focus more on your thinking logic than the actual answer.

We recommend that you prepare for both question types and conduct thorough research before attending the interview.

The interview can also be a combination of both questions and could be as long as 60 mins. Again, your recruiter will let you know in advance of the interview's duration.



## Q&A from the candidate

The person you sit in front of, virtually or physically, is your new line manager and mentor. It is essential for us that the "chemistry" between you and your Manager matches, so we highly recommend asking many questions. There are no wrong questions, only those that weren't asked.

Inquiring about your new line manager's leadership style, Principles, working style are some of the areas that may become critical for effective collaboration between the two of you.



# Case studies or technical assessments (Optional)

Congrats! Your new line manager could imagine working with you in the future and finds you suitable for the next round. Case studies are not a standard recruitment process component in most jobs we hire for. There are, however, some exceptions. For example, in cases where you are exposed to a highly technical field or our clients.

Technical Assessments or case studies aren't meant to lower your confidence but instead provide our hiring managers with a better overview of your skillset. Please feel assured that your recruiter will provide you with all the necessary information, including the preparation time (24-72 hours), as early as possible. Our experience is that a large portion of candidates feel that they have learned more about the company and themselves after the case study, which in turn will help you feel more comfortable on your day 1, knowing what a potential day may look like.

# 3

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# You almost made it !!!



## Meet your team / Stakeholders:

In this last but critical step, you get to meet some of your new colleagues/stakeholders. It is an excellent opportunity to ask questions about the daily work and life at Learnship, among other topics.



## Sign the contract:

You made it! Everyone along the process was very impressed with you & Learnship can imagine working with you on great things in the future. Now, it's up to you and only you. Once the recruiter receives internal approval for the offer, they will contact you and run you through the most critical facts. Please listen carefully and ask any questions immediately.

After you agree to the main terms verbally and by email, our admin team will initiate the contract creation and the necessary onboarding steps. Depending on the country, the contract can be sent out electronically (up 5 days later) or via post mail (up 1 to 2 weeks later). If you have counter offers that require timely reply, please contact your recruiter about the urgency.



A photograph of three young adults (two women and one man) sitting around a table, looking at a laptop screen. They are all smiling and appear to be in a collaborative work or study environment. The man on the left is looking at the laptop, the woman in the middle is smiling broadly, and the woman on the right is also smiling and looking at the screen. The background is a white brick wall and a wooden door.

***Your success is our success – we can't wait to meet you and witness your growth at Learnship!***