

Welcome to CellPly's

Recruiting Process Procedure

As an organization dedicated to fostering innovation and excellence, we recognize that our most valuable asset is our people. Attracting, selecting, and keeping top candidates is essential to maintain our competitive edge and driving our success. This procedure outlines the systematic approach we take to ensure we bring on board individuals who are not only highly skilled and experienced but also align with our core values and culture.

Our recruiting process is designed to be thorough, gender equal, transparent, and efficient. It aims to provide a positive experience for all candidates while ensuring that we find the best fit for our team. This document will guide you through each step of the recruiting process.

By adhering to these procedures, we ensure a consistent and fair approach to hiring, that supports our strategic goals and promotes a diverse and inclusive workplace. The recruiting team won't ask questions that may have to do with your most personal sphere.

This is a general guide, so please note that the specific role you're interested in might have a slightly different process.

How the recruiting process begins

Before starting the selection process, conducting a comprehensive job analysis is essential. This step involves a detailed examination of the position to understand its key responsibilities, needed skills, necessary qualifications, and core competencies.

At CellPly, we emphasize not only technical skills and experience but also crucial soft skills to ensure the candidate fits well into the team and the company culture. A thorough job analysis ensures that the hiring criteria are clearly defined, which helps in attracting the right candidates and assessing them effectively.

Here's a breakdown of the key elements – for CellPly - involved:

- **Key Responsibilities:** Find the main tasks and duties that the role entails. This includes daily activities, project involvement, and overall goals that the position aims to achieve.
- **Skills:** Find the specific technical and soft skills necessary for the role. Technical skills could include ability in certain software or specific technical knowledge, while soft skills might include communication abilities, teamwork, adaptability, and critical thinking skills.

- **Qualifications:** Outline the educational background, certifications, and earlier work experience needed for the position.
- **Competencies:** Highlight the behavioral traits and capabilities essential for success in the role. These might include leadership qualities, teamwork, adaptability, and other personality traits.

How it continues, the screening

The screening process is a crucial first step in evaluating potential candidates. During this phase, the HR team carefully review CVs and cover letters to find individuals who meet the basic qualifications and align with the job requirements. We suggest writing a short, simple, and clear Cv.

There's no need to add your complete address – just the city is fine – or your fiscal code or any other, not relevant, but personal detail.

Instead, please remember to include your most relevant academic records, professional experience, personal pursuits, and achievements.

We really appreciate a well written cover letter, which offers insight into your motivation, communication skills, and cultural fit with CellPly. Together, these documents help the HR team find shortlist candidates who have the necessary qualifications and demonstrate a genuine interest in the position.

How it continues, the call

If you succeed at the screening phase, a member of our HR team will reach out to you via e-mail – remember to indicate an e-mail address you often check - and invite you to take a call.

The initial phone screen is a preliminary step in the recruitment process designed to further assess candidates who have passed the CV and cover letter review. During this brief call the focus is on verifying key information, such as the candidate's work experience, education, and basic qualifications. Additionally, it offers an opportunity to evaluate your communication skills, availability, and overall interest in the role. This conversation helps ensure that you might meet our essential criteria and align with CellPly's needs before moving forward to more comprehensive interviews. It lasts typically half an hour.

Typically – but not always - we invite the selected candidates to a video call with the hiring manager responsible for the job position. This step allows for a more in-depth and technical assessment of the candidate's suitability for the role. During the video call, the hiring manager will delve deeper into the candidate's professional background, skills, and experiences relevant to the position.

This conversation also offers an opportunity to discuss specific job responsibilities, expectations, and the company's culture. Additionally, the candidate can ask

questions and gain a clearer understanding of the role and the team they would be joining. The video call is a critical step in finding candidates who not only meet the technical requirements but also demonstrate a strong fit with the team and organizational values. It lasts typically an hour.

Outsourcing the Recruitment Process

In certain cases, CellPly may outsource the initial stages of the recruitment process to a professional recruiter or recruitment agency. These experts are skilled in finding and attracting top candidate, ensuring a pool of qualified candidates for the position. Once the recruiter has shortlisted potential candidates, our internal process begins from the in-depth interview stage. This ensures that we keep control over the final selection, focusing on candidates who have already been selected for their qualifications and suitability for the role.

Finally, the interviews

Interviews may vary in number and time, depending on the role you're being considered for.

The in-depth interview is a comprehensive and critical stage of the recruitment process, typically – in CellPly - lasting between 1h30 to 3h. This extended interview allows for a thorough evaluation of the candidate's qualifications, experience, and fit into the position and the company. The session often includes a combination of behavioral and technical questions, situational exercises in lab (if needed for the position), and discussions about past projects and achievements.

During the interview, candidates may meet with multiple stakeholders, including team members, cross-functional colleagues, and senior leadership, providing a well-rounded perspective on the candidate's potential integration into the company. This format not only assesses the candidate's skills and ability but also their ability to collaborate, communicate effectively, and contribute to the company's goals and culture. We do so to limit human bias during our interviews.

This detailed and varied evaluation helps in making informed hiring decisions that support the long-term success of both the candidate and the company.

At CellPly, we prioritize keeping professionalism and respect throughout our recruitment process. As part of our commitment to candidate privacy and adherence to ethical hiring practices, we strictly avoid asking personal questions during interviews. Our focus remains on assessing the candidate's professional qualifications, skills, experience, and suitability for the role.

We ensure that all questions are relevant to the job requirements and designed to evaluate the candidate's ability to perform the job effectively. This approach helps create a comfortable and respectful environment for candidates, allowing them to highlight their professional strengths without concern for irrelevant personal

inquiries. By upholding these standards, we foster a fair and unbiased hiring process that respects the privacy and dignity of every candidate.

Finally, the hiring decision

After completing all stages of the recruitment process, the hiring team meets to make the final hiring decision. This involves an in-deep review of all candidate assessments, including CV and cover letter evaluations, initial phone screens, video calls with the hiring manager, and in-depth interviews. The team considers each candidate's qualifications, experience, cultural fit, and potential contributions to the company. Feedback from all interviewers is collected and discussed to ensure a comprehensive and balanced evaluation.

The aim is to select the candidate who best meets the job requirements and aligns with the company's values and mission. Once the decision is made, the chosen candidate will be contacted with a job offer, and other candidates will be informed of the outcome promptly and respectfully.

Feedback

At CellPly, we recognize the importance of giving and receiving feedback.

Unfortunately, due to the high number of applicants, we can only provide detailed feedback to those reaching the final stages of our recruiting process. However, every candidate, in each of the stages previously presented, will receive feedback, either positive or negative.

We highly value the candidate's experience and encourage all applicants to provide feedback on our recruiting procedure. This input is crucial for continuously improving our processes and ensuring a positive experience for all candidates.

You decided to join our company!

Onboarding

The onboarding process at CellPly is designed to ensure a smooth transition for new hires into their roles and the organization. It begins with an introduction to the company's values, culture, and team, followed by a comprehensive orientation covering policies, tools, and resources.

New employees are provided with structured support, including training and mentorship, to help them acclimate to their responsibilities and establish connections within their team.

Our goal is to create an engaging and supportive environment that sets new hires up for success and fosters a sense of belonging from day one.