

## Recruiting FAQs

### Which application documents should I submit?

The core of your application is your detailed CV together with all relevant certificates. A cover letter is not a must. At the same time, we would be happy to hear your reasons for wishing to work with us and what you need from us to be successful.

### How does the application process work?

After you have applied, we will check your application thoroughly. Within two weeks, you will receive feedback from us on the next steps.

The first interview usually takes place via video. In a relaxed atmosphere, our People Integration Manager and the person responsible for the department would like to get to know you and get an impression of your personality, your competencies and motivation. We also want you to find out whether we are a good fit for you. For this reason, we suggest you use the interview to ask questions about Integration Matters and the vacancy. After a few days, you will receive personal feedback from us and information on the next steps.

For the second interview, we will invite you to our head office in Hattingen. Since your health and that of our employees is important to us, such appointments currently take place under increased hygienic conditions. We will let you know in advance which COVID-related rules apply. We may ask you to solve a case study in advance, to see how you approach problems. It is not uncommon for one of our managing directors to take the time to answer further questions so that you can get a full picture of us and our culture.

After a few days we will contact you again personally. If we find a match, we will arrange another meeting with you to discuss contractual details.

### What does onboarding look like?

Welcome to the team. One thing in advance: We are looking forward to meeting you and you will notice that right from the start – everything will be prepared. On your first day at work, you will be greeted by a staff member you already know from your interview, and you will be assigned a permanent buddy. This person will accompany you, explain the processes and introduce you to the team. In the preboarding meetings, we will have already coordinated the onboarding process with you, so that you know exactly how you will start with us.

Thanks to our regular events, which bring together our employees from Germany and abroad, you will soon get to know all your colleagues. Whether it's a tour of a Bundesliga soccer stadium, a drone competition, or an Escape Room Challenge – we don't skimp on fun, and you'll be surprised how quickly you become an integral part of the Integration Matters community.

### Didn't find what you were looking for?

Send an e-mail to Dirk Görtz, Head of Global Professional Services, [dgoertz@integrationmatters.com](mailto:dgoertz@integrationmatters.com).