

## How we recruit staff members

### Types of recruitment process

The recruitment process varies depending on the type of engagement:

- Employment contracts and internships
- Self-employed contractors (“Partita IVA”)

### Employment contracts and internships

The recruitment process for **employment contracts** and **internships** works as follow:

**APPLICATION:** Please, fill in the application form to start the process!

**ONLINE SCREENING:** Initially, you will receive a screening questionnaire, along with a request to record and upload a 60-second video introduction explaining why you're an ideal candidate for this role. Following this, we will schedule a 30-minute online screening video interview.

**FACE-TO-FACE INTERVIEWS:** Successful candidates from the screening stage will be invited to participate in a number of face-to-face interviews. These interviews, held on-site in Padova, will involve assignments and tests.

**REFERENCE CHECKS:** We will make contact with your references to get more information about yourself.

**WELCOME AND ONBOARDING:** We are excited to welcome you to our team! A formal onboarding programme will guide you through your new job: training sessions, on-the-job training, job shadowing, assignments, and exciting opportunities to connect with your new team!

### Self-employed contractors (“Partita IVA”)

The recruitment process for **self-employed contractors** works as follow:

**APPLICATION:** Please, fill in the application form to start the process!

**INITIAL MEETINGS:** We begin by conducting interviews and initial discussions with interested candidates, allowing them to showcase their expertise and past projects. Candidates have the opportunity to understand Teachersrise's business objectives and goals.

**QUOTATION:** Candidates submit quotations or proposals outlining their approach. Proposals include details such as scope of work, deliverables, timeline, and pricing structure.

**DISCUSSION MEETINGS:** We will hold follow-up discussions to further evaluate candidates' fit for the role.

**CONTRACT:** Upon successful evaluation of candidates' proposals and discussions, selected candidates will be provided with a written contract agreement to ensure clarity and mutual understanding of expectations.