

About these Guidelines

Welcome! Thank you for your interest in a career with Ion Asset Architecture. We've created these guidelines to help you understand how our interview process works. By providing you with this, we hope to make your experience organised, effective and enjoyable. As with most things, the notion of "first impression counts" is rather important when interviewing for a job. This goes for both parties, the interviewee and the prospective employer.

The Interview Process

Depending on the role you apply for, the details may vary. However, the overarching principle to our interview process is that we will:

1. Assess your CV

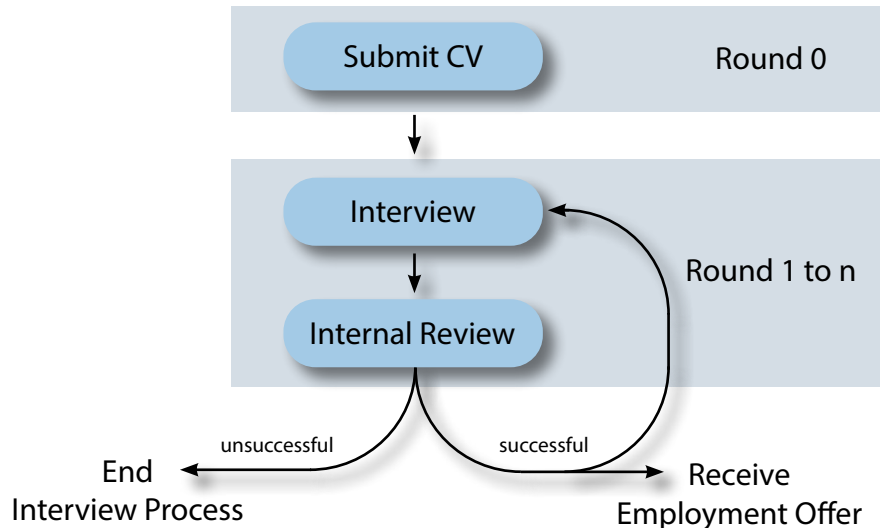
This is known internally as "Round 0". Successful candidates will proceed to the next stage: the first-round interview.

2. Interview you on site

Only in very rare cases, due to logistical constraints, we may perform an interview over the phone. We find face-to-face interviews to be much more effective.

3. Review your interview internally

If successful, you may proceed to another round. A sequence of many successful interviews will eventually result in an offer. An unsuccessful interview ends the interview process.

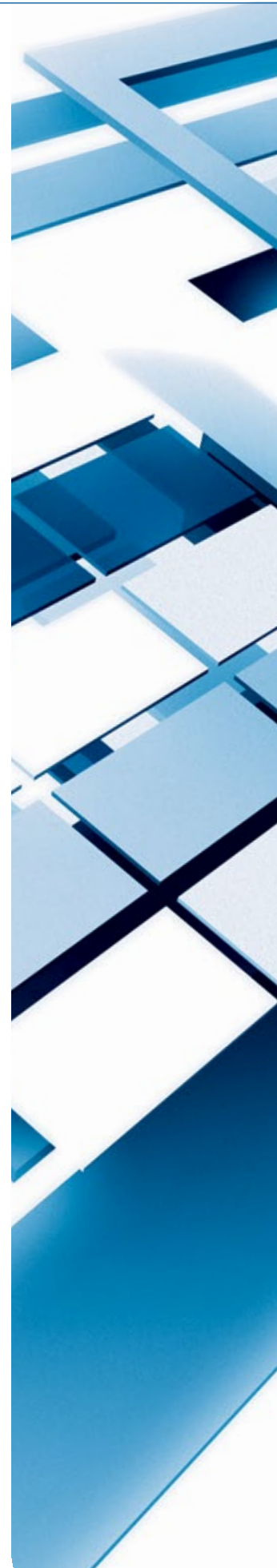


How many rounds of interviews are there?

There is no fixed number of interview rounds. We will perform interviews until we have a definite "Yes" or a definite "No". To give you an approximate idea, for software developers, we do five rounds on average, usually spread over three days. This gives multiple team members the chance to get to know you, and gives you the chance to meet more of your potential colleagues.

If you apply for a role as a Software Developer and you perform well, there will be a practical coding test towards the end of the process. This is always conducted at our offices and we are flexible to undertaking it during the week or at weekends as per your availability.

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How long will an interview last?

A single interview can range from 15 minutes to 3 hours. Most interviews fall within the 45-90 minute range, particularly in the first round.

If you are constrained by time, please make sure you inform us about this in advance. Otherwise we will assume that you have time for a potentially extended interview. Telling us that you only have an hour will not reflect badly on you: we all have busy schedules and we very much understand that you may have a current job that you need to attend to. Should there be more topics to be discussed, we will simply arrange another interview.

When can I interview?

As already mentioned under the point "How long will an interview last?", we understand that people have different obligations that they need to fulfill outside of interviewing. We are very flexible when it comes to scheduling your interview. You don't need to come during your lunch break. You can only come in after work this week? We regularly meet candidates in the evening and can make ourselves available also at late hours. This is not a problem.

We can also schedule interviews pretty quickly. You've got time tomorrow? Let's get the process started!

Who will I be interviewed by?

In Round 1 interviews, we try to have someone from a similar background and specialisation to yourself speak with you. Nevertheless, there may have been something about your application or CV that piqued the interest of another team member and so they will talk to you in the first instance. In progressive stages, you might be interviewed by those who do not share your background, education or area of expertise. We try to assess all aspects of you as a person, not just your technical skills and expertise. And as mentioned above, we like to have a number of colleagues get to know you - and vice versa.

What can I expect?

We believe that everyone is different and has a story to tell that cannot be told by their CV alone. We are interested in hearing it. This is reflected in the high number of qualified applicants that we invite to a Round 1 interview. Our team members are the most important contributor to our success and we work hard to uncover the excellence that resides within all of us.

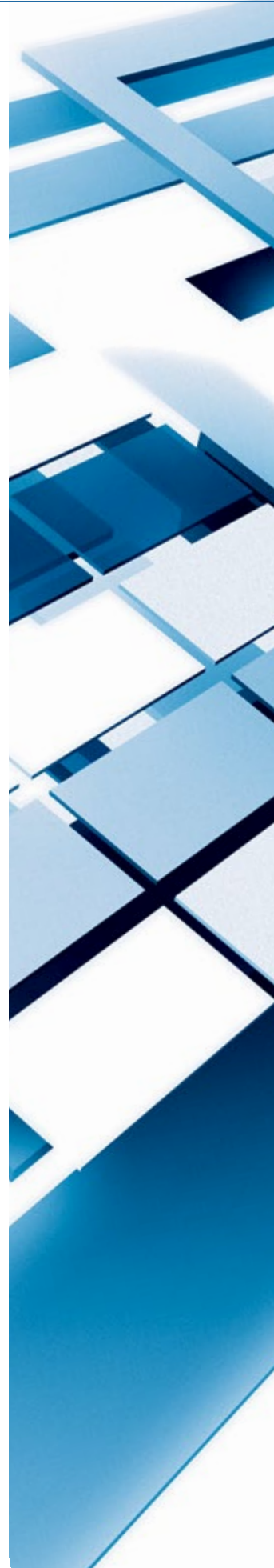
You can expect to be challenged at each stage of our interview process. We are a small company, and the skill set of our employees is critical to our success. That's why we look for candidates who match well with both our team and current vacancies in terms of technical skills, interests and personality.

What should I bring to an interview?

You are welcome to bring anything that, in your opinion, serves to demonstrate your abilities and skills. Unless it is a 500 kg marble statue that you have carved yourself, please feel free to bring it along. What's the worst that could happen?

Please do not bring anything confidential or anything that does not actually belong to you to the interview. This is just common sense.

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Where should I go?

Please come to our London office:

Ion Asset Architecture UK Limited
Floor 28
30 St. Mary Axe
London, EC3A 8BF
United Kingdom

You can download a map and other contact details here: www.ion.fm/directions

Visitors are required to properly identify themselves at reception. Please bring a form of photographic identification with you (such as a passport, a driver's license or a national identification card).

Will I get feedback on my interview?

We aim to provide feedback within a reasonable time frame after an interview. However, our staff need to review and discuss the interview internally before we are able to share the outcome with you or your recruiter.

Of course, everyone is keen to know how they did. We try to not unnecessarily delay getting back to you but we also ask you to understand that our staff are very busy. The nature of a thorough review process means that it takes a little time. So we ask you to be patient while we work on your application. We will get back to you, it just won't always be the next day.

If I receive an offer, how quickly will I have to decide?

Once we have extended an offer to you, we ask that you get back to us with a decision within a number of days. We will usually state this in the offer letter. There are always multiple candidates competing for a role and delaying a decision unnecessarily would be unfair to them.

Thank you very much for your interest. Feel free to address any questions or feedback you might have with your recruiter or directly with us. We are looking forward to hearing from you and to hopefully meeting you soon in person.

