

## FAQ Recruitment process

### How will the recruitment process proceed?

All the applicants, to the advertised managerial positions, will follow the standard RISE management process\*. In brief, it includes the following elements:

<i>Vice Presidents and directors:</i> <ol style="list-style-type: none"><li>1. Application + tests MAP and Matrigma</li><li>2. Selection</li><li>3. First interview</li><li>4. In-depth interview</li></ol> <p>For more information about the tests, see the paragraph "Tests MAP and Matrigma" further down.</p>	<i>Other executive roles:</i> <ol style="list-style-type: none"><li>1. Application</li><li>2. Selection</li><li>3. First interview</li><li>4. Tests Map and Matrigma</li><li>5. In-depth interview</li></ol> <p>Please note that you will take the tests if you proceed from the first interview.</p>
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### What application documents should I submit?

We would like to see your CV and your personal covering letter. If you wish, you also could submit other documentation such as publications, references etc.

### Who gets to see my application documents and how is the information processed?

We safeguard your privacy. Your application documents will only be handled by the recruitment team, recruiting managers and the heads of HR. Union representatives have access to documentation from short-listed applicants (only applies to positions with responsibility for personnel). All information is processed in accordance with the General Data Protection Regulation.

### I forgot to submit one of my application documents, what should I do?

Files can be uploaded afterwards until the application period is closed. You can do this on your page that was created in Varbi when you completed your application.

### What happens after I have submitted my application?

*Vice Presidents and directors:* Once you have submitted your application, you will receive an automated email reply with a link to two occupational psychology tests – MAP and Matrigma. (Check your junk folder if you don't receive a confirmation email within a few minutes). Please set aside at least 1,5 hours to complete the tests by Wednesday January 8<sup>th</sup>, 2020 at the latest. If you are applying for several managerial positions at RISE, you only need to take the tests once. Do you need technical support regarding the links and/or the MAP and Matrigma tests? Please contact Assessio Support 08 775 09 10, [support@assessio.se](mailto:support@assessio.se)

*Other executive roles:* Wait until you get further information from the recruiting manager.

### When will the first interview take place?

When the application period is over, the manager will go through all the applications and make a first selection. We are managing a large number of applications, but we always do our best to give feedback to all our candidates as soon as possible.

### Who should I contact if I have questions about the recruitment process?

If you have questions about the recruitment process and selection we ask you to contact the recruiting manager for more information. You can always find the contact details in the add.

## Tests MAP and Matrigma

### Which tools and tests are being used in the recruitment process?

In the recruitment processes at RISE we are using Assessio's tools MAP (Measuring and Assessing Individual Potential) and Matrigma. The tools are certified by Det Norske Veritas and measure the candidate's potential to match RISE's leadership competences. The tests measures characteristics such as personality and problem-solving abilities and both are based on work psychological research. The tests are used as a complement to your experiences and skills. The purpose is to make our selection process quality-safe and transparent.

### Would you like to know more about the tests MAP and Matrigma?

The tests measure the candidate's potential to match RISE's leadership competences.

MAP spotlights leadership potential from five standpoints:

- Potential to create security, stability and to act decisively
- Potential to create structure, planning and optimal resource utilisation
- Potential to act visibly, to drive and make demands
- Potential to adopt a responsive, coaching and collaborative style
- Potential to adopt a questioning, creative and innovative style

Matrigma spotlights the candidate's potential ability to handle complexities, to switch between inductive and deductive thinking and thus put knowledge to use more flexibly.

### When should I complete the tests?

This differs depending on whether you have applied for Vice Presidents and directors or any of our other executive roles. If you have applied for the position as Vice President or director, you need to complete the tests in connection to the submitted application. Regarding other executive roles, you complete the tests if you proceed to an in-depth interview.

### How do I access the tests?

*Vice Presidents and directors:* Once you have submitted your application, you will receive an automated email reply with a link to two occupational psychology tests – MAP and Matrigma. (Check your junk folder if you don't receive a confirmation email within a few minutes). Please set aside at least 1,5 hours to complete the tests by Wednesday January 8<sup>th</sup>, 2020 at the latest. If you are applying for several managerial positions at RISE, you only need to take the tests once. Do you need technical support regarding the links and/or the MAP and Matrigma tests? Please contact Assessio Support 08 775 09 10, [support@assessio.se](mailto:support@assessio.se)

*Other executive roles:* If you proceed from the first interview you will be called for an in-depth interview and in connection with this you will get the links to the tests.

### How long time does it take to complete the tests?

Please set aside at least 1,5 hours to complete the tests, and you need access to a computer as well as the ability to sit undisturbed throughout the test session. Note that you must complete the tests by Wednesday January 8<sup>th</sup>, 2020, in order to continue the recruitment process.

### Would you like to know more about your test results?

When you have completed your tests you will automatically receive your test results directly to your mail.

### If I apply for multiple positions, must I repeat the tests?

You will only need to do the tests once regardless of how many positions you apply for.

**What does an in-depth interview entail and who will I meet?**

An in-depth interview is one based on your abilities and is conducted by a senior recruiter. The questions are modified based on your results from the MAP and Matrigma tests.

## **Selection**

**Who makes the selection?**

The hiring manager will carefully review your application documents when making an initial selection. If you are a candidate for the first interview, we will contact you to book a time. (We would ask you to prioritise the time booked, as there is limited scope to change times.)

## **First interview**

**Who will I meet at the first interview?**

The recruiting manager is responsible for the recruitment process and you will meet at the first interview. The recruiting manager is the contact person for the recruitment. If you have questions about the selection, you can contact him/her. You will also meet the Head of HR during the first interview.

**How can I prepare for the first interview?**

We are thorough in our recruitment process – both for your benefit and for our own. [Here](#), you can learn more about how we go about recruitment.

## **After the first interview**

**Would you like to know if you have moved on in the recruitment process?**

The recruiting manager starts his selection as soon as the application period has expired and will then get in touch with you if you move on to an in-depth interview.

**Will I be interviewed by the unions?**

If you are a final candidate for a position with personnel responsibility, the unions will be given the opportunity to meet you for an interview.