

Application and Interview Process

EPIC Companies GmbH / www.epic-companies.com



EPIC COMPANIES

1) How can you apply

You had a look at our vacancies and liked what you saw? Great, we are looking forward to receive your application! The easiest way would be to send your application via email (to Clara von Hugo at applications@epic-companies.com). Please provide us with the following documents:

- **Cover letter:** simple and concise – just tell us what makes you the perfect candidate for the respective position
- **Curriculum Vitae:** send us an updated overview of your professional experiences, education, etc.
- **Relevant testimonials and certificates:** including employer/ internship references, but also grade overviews of your school leaving certificate as well as university degree/ apprenticeship certificates

2) What happens after we received your application

We will screen your documents and contact you as soon as possible. In case we like what we saw, you will have a short **telephone interview** with one member of the HR Team. You will be asked some general questions about your job track record and expectations for the new position. Feel free to ask us anything you would like to know about EPIC and the position!

In case we think your CV and the vacant position do not fit properly, we'll let you know via email.

3) What happens when you are invited for an interview

If we are even more interested in your profile after the telephone interview, we will invite you for the **personal interviews**. Usually, you will have 2 – 3 face-to-face interviews with the supervisor and members of the management or of the founding teams. During the interview, we will discuss your professional experience. Also, we will conduct a functional relevant case study or exercise to examine your analytical skills. Additionally, we will try to get a better picture of your personality and cultural fit which are also relevant dimensions for our decision. Besides, these interviews should also give you the opportunity to check if we fulfill your expectations – so please ask everything you'd like to know! Although we are trying our best, it can be that the interviews split over 2 days. We will inform you as soon as possible.

If you convinced us in the interviews, we will be happy to send you an offer afterwards!

If we think that your profile is interesting but does not fit entirely to the vacant positions, we will inform you right away via email or telephone.

4) How do you get to EPIC

- You'll find us at **Paul-Lincke-Ufer 39/40, 10999 Berlin** in the 3rd court, staircase IV, 4th floor ("Hof 3, Ausgang IV, 4. Etage"). You'll find a small map on the second page. Just a tip – plan 5 minutes more to find us and arrive relaxed and on time at EPIC.
- The dress code is **casual** – there's no need to wear a suit and tie if you don't want to. Please feel free to wear what makes you feel comfortable and fits in a young and dynamic startup-atmosphere.
- Depending on the position, you might get asked to bring your laptop to fulfill the exercise. If so, we'll let you know before the interview.
- Enjoy the time, get a first impression of the office and your potential new team colleagues.

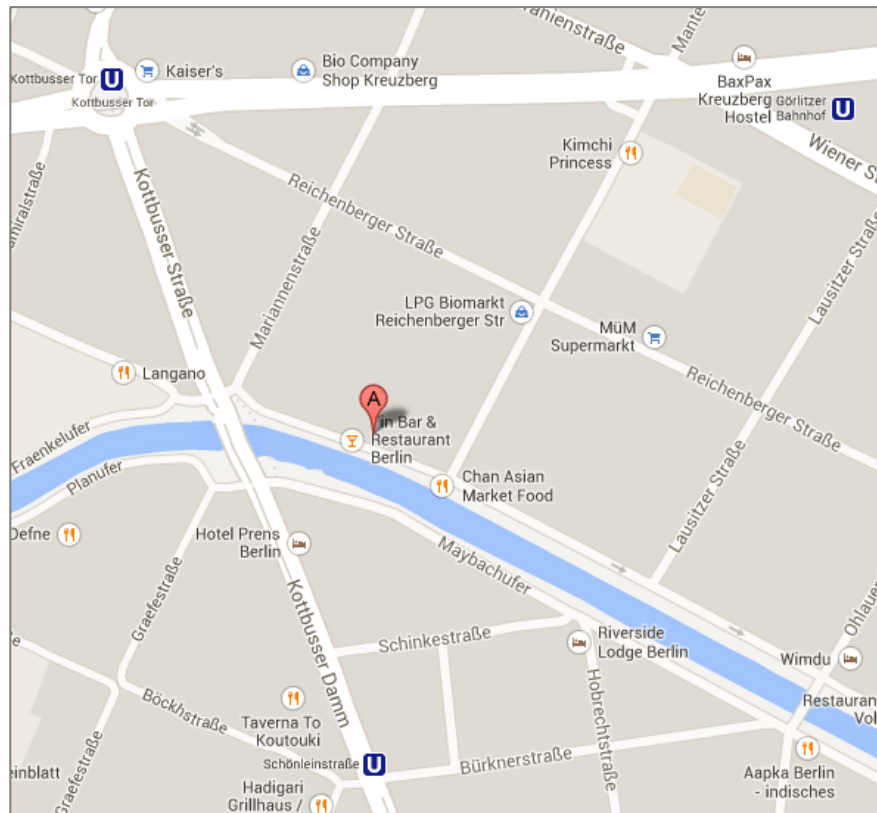
Please see the next page for a detailed map.

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How to find us:



Arrival by **public transportation**:

- U1 / U8 via station “Kottbuser Tor”
- U8 via station “Schönleinstraße”
- Bus N8 via station “Hohenstaufenplatz”

Arrival by **car**:

Please note that public parking lots near the office are rare

For now, we would like to wish you every success with your application!