

# Interview information for job applicants

In this document, “we”, “us” and “our” refers to SPV Insights Limited, trading as eXcentius, and “you”, “your” and “candidate” refers to the job applicant.

Whilst we reserve the right to change the interview process at our discretion, we will only do so after all candidates have completed the then existing process or with the explicit consent of each candidate currently within the process.

## 1 Information you have access to

### 1.1 Data privacy for job applicants

We protect your privacy and comply with our data protection obligations throughout the entire employment application process. Our full privacy notice is available at [www.excentius.com/terms-policies](http://www.excentius.com/terms-policies). Please read this policy before submitting any information to us.

### 1.2 Equal opportunities policy

Equal opportunities is part of our ethos. You can see our policy at [www.excentius.com/terms-policies](http://www.excentius.com/terms-policies).

### 1.3 Staff handbook

You will be given access to our staff handbook if we make you an offer of employment. If you intend to accept an offer of employment, please read the handbook before you accept because it forms part of the legal employment contract between yourself and eXcentius.

## 2 Interview process

### 2.1 Overview

We intend to be transparent about every stage of the interview process. Once you are in the process, just ask if there is something you do not understand, or tell us if you do not wish to proceed and we will stop immediately.

### 2.2 Your interview process

1. Read the job description – we have taken a lot of care and effort to write it.
2. If you think you are eligible and want to work with us, submit your application via the email address listed in the job advertisement.
3. We will acknowledge receipt of your application within 2 working days of receiving it. If you have not heard from us after this time, please write again to us.
4. Within 5 working days of receiving your application we will contact you to tell you if we wish to proceed with your application:
  - If we do not wish to proceed with your application, we will give you feedback, and that is the end of the process. You are invited to apply again for any role after a period of 1 calendar year. Explicitly, any application received within 1 calendar year will be automatically rejected.

- If we do wish to proceed, you have reached our short list. We will offer you a set of dates and times for the next three steps of the application (see below).
5. Next interview steps for shortlisted applicants:
    - a. Remote conference call – 40 minutes with two eXcentius employees. The focus will be on your professional experience, interests and motivation for applying. We expect you to ask questions too.
    - b. Off-line case study – We will give you two written case studies, for completion off-line within 7 days. The cases will involve most of the things we have asked for in the job description. The purpose of the case studies is to demonstrate the type of work and level of detail that you could expect if you came to work for us. We ask that you write up your analysis as a presentation (PowerPoint, Google Slides etc) and submit it as a pdf. There is no advantage gained by submitting early
    - c. Presentation of your analysis – a 40 minute remote conference call in which you present your analysis of the case study, how you went about your research, and any assumptions made. There are no perfect answers, though there is common sense. The purpose of the presentation is for you to demonstrate your thinking and your ability to communicate clearly and efficiently. You will have 20 minutes to present your analysis, recommendations and the process and approach you adopted. This will be followed by a 10 minute Q&A about your findings and approach to the case study (or you can combine the two and take questions during your presentation). The remainder of the time is for you to ask us questions.

Candidates are expected to complete all three steps, within the time schedule – i.e. we will not end the interview process after the video call, but will do if you are late in your submission. Of course, you can end the process at any time.

6. We will contact you within 5 working days of your presentation to inform you if we wish to proceed to the final stages, which will start as soon as possible. We will provide written feedback to all candidates.
7. Next steps for final candidates:
  - a. Interview(s) in person with at least one founder of eXcentius (probably both founders) and possibly one other member of the senior management team. This will be in our London office. At our discretion, we will pay reasonable travel expenses if agreed beforehand, including international travel and overnight accommodation if you live outside the UK.
  - b. For client-facing roles: a remote video call with a member of our Advisory Board – a 20 minute call for you to meet one of our external advisors (who are subject matter experts). We will let you know in advance who the person is.
  - c. In some circumstances we will invite you for a single short interview with our executive search partners.
8. After your final interview, we will:
  - a. Inform you if you have been successful or unsuccessful in your application.
  - b. Provide written feedback if we do not intend to offer you a role.
  - c. Send you a contract and our staff handbook if we are offering you a role.
9. Within 5 working days of receiving an offer from us, we ask that you accept or reject the offer in writing.