

## **Our Recruitment and Application Policy**

At Verdani, we believe our employees are the key to our success and we are committed to hiring passionate and driven people who share our goal of a more sustainable future. We strive to provide every candidate with a positive and professional experience, regardless of the decisions made. To prepare our candidates for what to expect when applying to Verdani, we have outlined our recruitment process below.

*Please keep in mind that this is a general outline of our policy and does not encompass every variation of our recruitment process.*

### **1. Apply for Your Job of Interest**

View our open positions and find a role that matches your interests. Apply through our Careers page and complete your application. <https://www.verdani.com/culture-careers>  
The application will allow you to upload your resume and to complete a preliminary questionnaire.

### **2. Application Review**

After you have submitted your application, we will email you an acknowledgement of your submission. Your application will then be reviewed by our recruiting and hiring teams. We carefully review each application to assess your suitability for the role. We also assess whether your candidate profile may be a good fit for other open or future roles with us.

Should we find you to be a good fit for the role to which you applied, we will move you to the next stage of our process. We will email an update with our decision to all candidates. Even if you are not selected at this stage for the role, we encourage you to apply for other positions with us.

### **3. Initial Interview**

Shortlisted candidates will be invited to participate in interviews with members of our hiring team. These interviews provide an opportunity for us to delve deeper into candidates' skills, experiences, and motivations while allowing candidates to learn more about our company and the role. We want to get to know you and we aim to engage you in a transparent and comfortable conversation.

Our interviews will be conducted by video call or face-to-face in our office (if you're local to the greater San Diego area).

### **4. Additional Interview**

Depending on the role or the outcome of your initial interview, you may be invited to a second interview with additional members of our team. Candidates may be asked to provide examples from their past experiences not limited to writing/design samples or data analyses to demonstrate their skills and abilities relevant to the role.

### **5. Reference Checks**

As a final step before extending an offer, we may conduct reference checks to verify candidates' work history and qualifications.

### **6. The Offer and Onboarding**

Upon successfully completing the recruitment process, we extend a formal offer to the selected candidate. Once the candidate accepts the terms and conditions and signs the offer letter, they will receive details regarding their onboarding process.

## 7. Stay Connected with Us!

Throughout the recruitment process, we are committed to providing timely updates and feedback to all candidates, ensuring a positive and transparent experience for everyone involved. Stay in touch with us through our Careers page or by keeping up with our social media!

If you need to request reasonable accommodation at any point during the recruitment process, please do not hesitate to reach out to [careers@verdani.com](mailto:careers@verdani.com) for assistance.

Thank you for considering Verdani as your potential employer. We look forward to the opportunity to get to know you better and explore how your skills and expertise can contribute to our success.

### Recruitment Fraud

Disclaimer: We have been notified of several fraudulent emails from individuals pretending to work for and/or impersonating our recruitment team at Verdani Partners. Some of these fraudulent activities include asking job applicants to attend interviews, extending job offers, and/or requesting applicants to transfer money by sending checks or requesting payments.

Please be aware that our recruitment team will only ever contact candidates via an email address with the domain [@verdani.com](mailto:@verdani.com) or [@applytojob.com](mailto:@applytojob.com). We will also never ask for any sensitive or personal information, including social security numbers or bank account details, and we will never request payment.

If you are concerned or suspicious about any interactions during your hiring process, please inform us through [careers@verdani.com](mailto:careers@verdani.com).