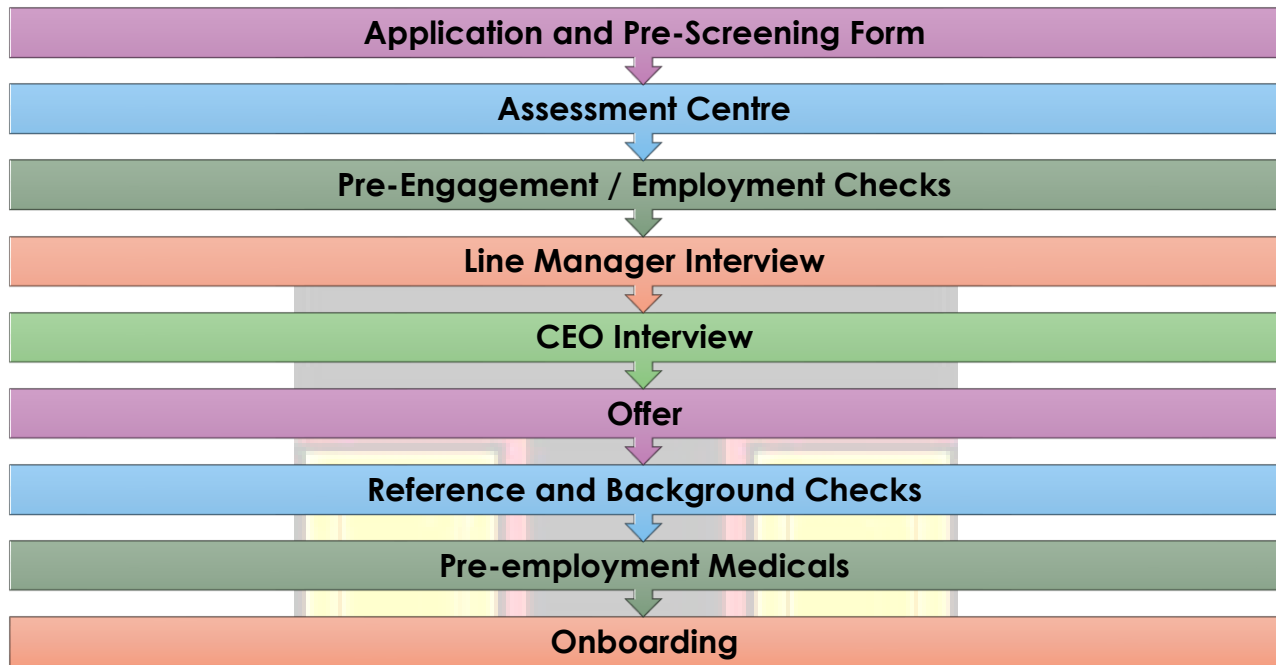


## TONGSTON'S ENTREPRENEURIAL RECRUITMENT PROCESS



Our Recruitment Process is simple but rigorous & challenging. We only want the best so we have designed our system to only have the best candidates who have the right knowledge, skills and attitude to join our very challenging and fast-paced work environment! If you can survive the rigour, you will do great things with Tongston whether as a consultant, full-time staff, casual staff, intern or NYSC Corps Member.

**Application and Pre-Screening Form:** First, we ask all applicants to fill in an application and pre-screening form. Each form is tailored to the relevant type of Hire. This form contains (i) questions to give us an insight into who you are, your thought process, your goals, demonstration of Tongston's core values in order to assess fit and (ii) competency-based questions to assess your ability to meet basic competencies required of the role / team (knowledge, skills and attitude) you are applying for placement during your time with us.

[Fill a form to give us insight into who you are]

**Assessment Centre:** We ask all shortlisted candidates to participate in an assessment centre that may include a series of group exercises, presentation exercises, personality assessments and role play. In addition, all candidates will go through a panel interview

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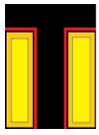
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consisting of a member of the HR team, a member of the business unit you are applying to; and in some cases a member of the management team.

[Participate in group exercises, role play, interviews & other assessments]

**Pre-Engagement / Employment Checks:** We will conduct checks involving key in-depth information on you, your qualifications, evidence of your skills, attitude & knowledge and your expectations of the organisation and the role. Referee information will also be requested. Referees need to include at least one previous employer. For some roles, we may require at least one academic reference. For all roles except that of internships and NYSC Corps members, a reference from your last employer is required. The parties listed as referees need to have worked with or supervised you.

[Checks on your skills, knowledge, attitude & qualifications to be done]

**Line Manager Interview:** The Line Manager Interview session is a 3-hour session that will examine:

(I) A case study (this will be shared in advance, and it is recommended that candidates review in great detail and prepare responses prior to the session for comprehensive and thorough questions);

(II) Each line item in the job description as published.

The session will also provide an opportunity to discuss the candidates' qualifications and experiences in depth (and the candidates' motivations behind pursuing the qualifications and work experiences had so far and in view), learning and development plans, learning & development approach, strengths and weaknesses, as well as expectations regarding compensation, and career growth opportunities, including promotions, mentorship, membership with professional bodies & associations etc.

It will be an interactive discussion where there will be an assessment of the candidate's understanding and approach to dissecting technical matters related to the role, as encapsulated in the case study, and to assess your understanding of the roles & responsibilities in the job description as well as your expectations.

This session can be virtual and on-camera, depending on the candidates' location.

**CEO Interview:** This is a session between the candidate and the CEO that considers the candidate's long-term plans and fit with Tongston. In this final session, we will assess the candidates' alignment with Tongston's core values, the four pillars, our motto, mission, vision, philosophy, and our overall unique approach. We will also understand the candidates' motivations for joining Tongston, plans the candidate has for his/her future; and the next steps).

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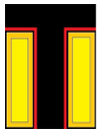
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**Offer:** If successful and following these 2 sessions, we will proceed to issue you a conditional offer of employment for the candidates' kind review. An offer is sent to you as a service agreement for consultants / engagement letter for interns / casual engagement letter for casual staff / offer of employment for full time staff / subject to completion of pre-employment Medicals amongst other checks. If this is acceptable to the candidate, and we reach an agreement, we will conduct reference checks based on the referees provided. Once that has been confirmed, the candidate will proceed to complete pre-employment medical checks as the final step before joining our team.

[Receive an offer]

**Reference and Background Checks:** We will conduct reference checks based on the referee details provided and further background checks to ensure we are hiring right. The background checks can include education credentials, prior work history, and criminal history. The reference check process is really to get to know you better through the lens of the candidates' prior work and academic experiences and flag any key matters for consideration during the recruitment process.

[Reference & Background Checks to be done]

**Pre-employment Medicals:** For full-time roles, we will conduct a pre-employment medical assessment to ensure the role is right for you and if there are any pre-existing conditions, we need to be aware of to ensure this is adequately taken into consideration during your time at Tongston. For certain roles, such as those interfacing with minors, drug testing and further psychometric evaluation may be conducted. We are an equal opportunity employer!

[Medical Checks to be done]

**Onboarding:** Tongston has a robust onboarding process typically run through a 2–3-day induction program including a series of presentations and sessions on the role, the organisation (mission, vision structure, products and services, core values, businesses, policies and procedures etc.), meeting team members, understanding the role and setting SMART goals. Staff are also taken through Tongston Academy for select training sessions led by in house experienced professionals. A robust onboarding checklist is administered to all staff.

[Go through rigorous 2–3-day induction program]

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