

# Com 4

[Linguistics](#), [English](#)



**Recruitment Manual** This manual is to guide you, the prospective candidate through the job application process. Since we, on our end, have a bit of paperwork in our process it is important that you go through this manual completely before applying for any of the jobs. We are an equal opportunity employer and do not discriminate on the basis of religion or race.

### Life at Companio

Our company's environment is congenial for personal and professional growth. The culture at Companio is knowledge-based, sharing information and keeping it moving is the key to our functions. Whether you work in the HR department or are the CEO at Companio every employee is important for the team. We hire a special class of employees who are dedicated to their work. We test dedication during probation by putting you through a number of jobs which will require you to persevere. If your probationary period goes well, you are hired!

### Job Application and Processing

This following step-by step manual will guide you through the application process. Any further inquiries can be forwarded to our HR at [hr@companio.com](mailto:hr@companio.com).

### Application to the Required Job

1. Since the world we live in is highly technological, we do not encourage dropping off CVs at the office.
2. Peruse the job listings on our website or email us at [jobs@companio.com](mailto:jobs@companio.com) for the available list of jobs. This will be an auto-response email. Do not respond to the email.
3. Select the job you are interested in and email the job title to us at

jobs@companio. com. We will send you an application form; an auto-response. Alternatively you can download the application form from the ‘Contact’ page on our website.

4. Clearly fill in all the required fields. The required fields are marked with asterisks (\*). Any incomplete forms will not be submitted. Irresponsible filling will not be considered.

5. We require your CV to be attached. Make sure it is a recent one and has information regarding your recent employments, the latest educational degrees, any certifications you might be taking, hobbies and references. We will reject applications that do not have CVs with these prerequisites.

Photographs are optional.

6. Attaching a cover letter with your CV is not recommended.

7. Be sure to give an email address that you check frequently.

#### Processing of the Application

Once you click ‘ Submit’, your application is received in our database. So are many other applications.

1. Applications take a week to be sifted. So you need to be patient.

2. Once you are short-listed for the job we will send you an email. If you do not receive an email after a week it is probable that you have not been short-listed. You can still contact the HR on hr@companio. com for your satisfaction.

3. The short-listed candidates will be given instructions on what to do next according to their job requirements in the emails.

4. If you are successful at the tasks set out in the respective emails sent out to you then you are enrolled on a probationary basis- Welcome to Companio!