



Oxford Sustainable Group Hiring Process

Thank you for your interest in joining the Oxford Sustainable Group!

We don't just want you to have a great job. We want you to have a great life. We provide you with everything you need to be productive and happy and the knowledge to live a sustainable life.

Hiring Process: What to expect

We are looking for get-things-done, problem solvers who are excited about tackling major challenges at scale. At Oxford Park we are passionate about our business and we strongly believe in cooperation and teamwork. Because our people are core to all we do at Oxford Park, our hiring process is designed to reflect our culture. To find out more about the steps in our hiring process, click the steps below and check out these tips around applying for a role at Oxford Park.

Hiring Process steps:

- Step 1:** Explore
- Step 2:** Apply
- Step 3:** Contact by recruiter
- Step 4:** Phone interview
- Step 5:** Aptitude test(s), writing test, mathematics test
- Step 6:** Personal interview
- Step 7:** Assessments and reference checks
- Step 8:** Optional recruitment days including (group) tests and exercises
- Step 9:** Offer
- Step 10:** Next Steps and Timing



1. Explore

Explore the Career Areas on our site for more insight into the challenging and rewarding opportunities on offer. Review the requirements and qualifications to determine if the current job openings are a potential fit for your background and experience. Should you not find a match immediately, keep in mind that we are continually adding new opportunities, so be sure to check back often for updates or join our talent network.

2. Apply

Success starts right here, right now. Once you find a career that complements your skills, you can apply right now, online. Our recruiting professionals look over each application and will contact those who best fit the skills and experiences for the particular position.

3. Contacted by recruiter

If you are a potential match for the position based on qualifications and experience, our recruiter will contact you to learn more about your background and answer your questions. We then set up a date for a phone interview.

4. Phone Interview

The phone interview assesses your role-related skills and proficiency, to determine whether you should be brought in for personal interviews. Typically phone interviews are conducted by our recruiter or someone in a similar role and last about 20-40 minutes.

5. Aptitude test(s), writing test, mathematics test

This includes a test or series of tests regarding your aptitude for the job you are applying for, e.g. if it is a sales position, this will include a sales test. There may also be a writing test and a mathematics test to judge your basic writing, mathematical and analytical skills.

6. Personal Interview

Your interview process will vary depending on the position to which you are applying. Your interview could include discussions with a recruiter, a member of our leadership team, a peer within the department and other professionals. At Oxford everyone's opinion counts, ensuring our hiring process is fair while maintaining high standards as we grow.

As we get closer to a decision, you may be invited for another round of interviews.



In general we evaluate your problem solving and behavioral abilities. Interviewers will ask you questions related to your area of interest and ask you to solve them in real time. Remember, it's not a question of getting the answer right or wrong, but the process you use to solve it. Creativity is important.

7. Assessments and reference check

Next steps would then include pre-employment assessments and possibly a work sample test, depending on the position. Prior to extending any offers, we also conduct a formal background research and check professional references.

8. Optional Recruitment days

Optional recruitment days include half or full days of potential tests, exercises alone or in groups which may take place in Estonia or abroad. This is an intensive session designed to assess your abilities detail during a series of practical sessions. These may or may not be conducted depending on the role, position and decisions of management.

9. Offer

If your skills, creativity and commitment are the right fit for the challenges ahead, we'll extend a formal offer. It will include compensation, bonus opportunities, work/life benefits, your office location and a start date. Your formal offer will be contingent upon passing our required background checks.

10. Next Steps and Timing

Accepting an offer from OP is just the beginning. You'll also find personal and professional growth through our innumerable opportunities for advancement. To learn more, visit the Meet Our Team section and find out what our team members have to say about the challenges and rewards they have found at OP.

Following your interviews, we will decide if you are suitable for the job opening. The window of response time will vary with each case, but as every hiring decision has a significant impact on our organization, it's vital that we take the time to ensure we're making a successful decision. To that end, it can take up to two to three weeks for us to make a definitive decision as to whether we'd like to have you join the team. Please be patient with us – we will keep in touch with you.

Also feel free to get in touch with your recruiter at any time.