

Get Ready

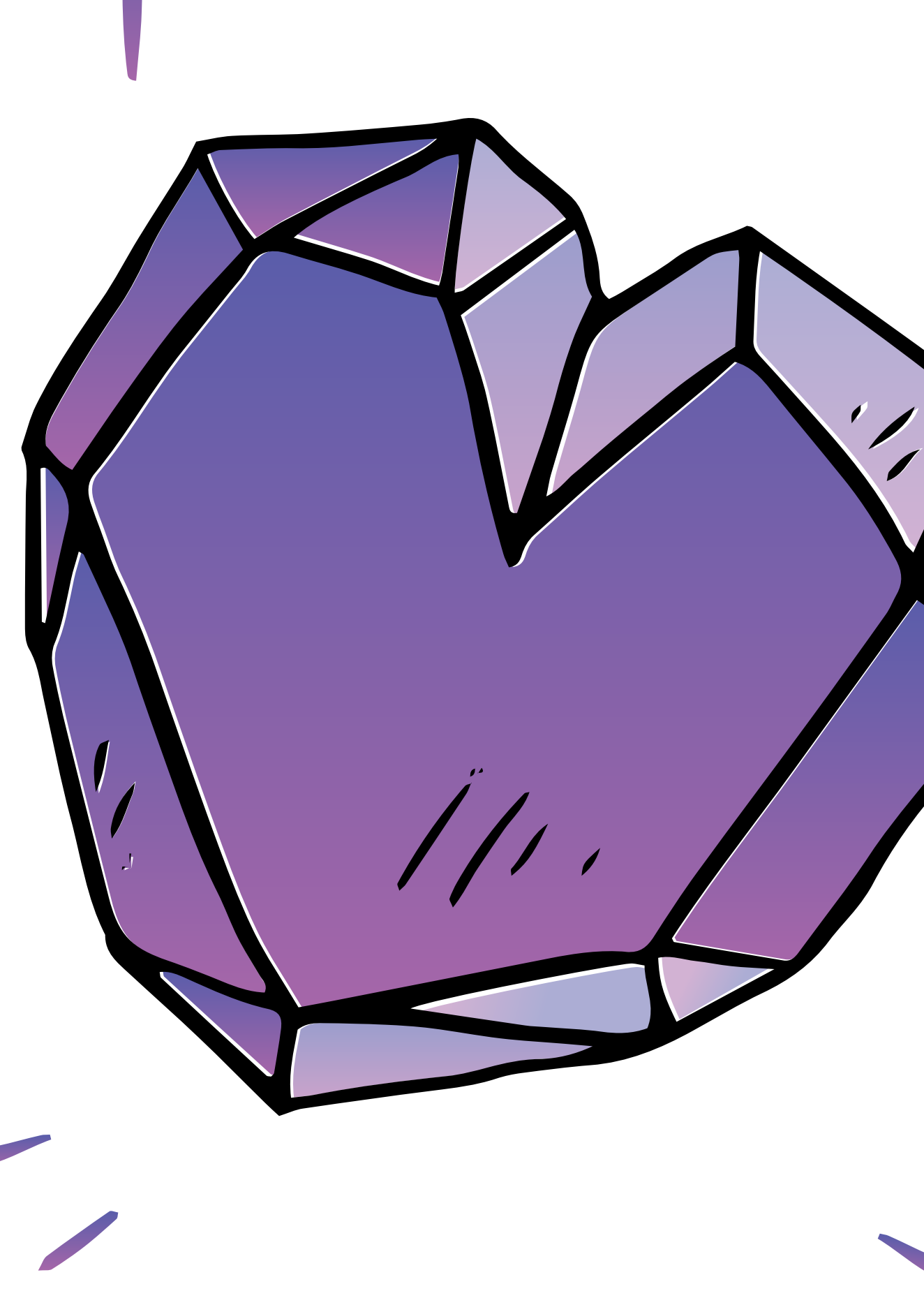
Your Bizzabo Journey is about to begin.

THE BIZZABO WAY TO HIRE

At Bizzabo, we treat every candidate as a unique gem, one that deserves to be celebrated for what makes you shine. There is no one quite like you and the talent that you bring. We strive to create the best experience for our candidates and want you to enjoy the ride! For this reason, we have created this guide to help you navigate the talent acquisition journey - from the first interview to hopefully joining our BizzaFamily.

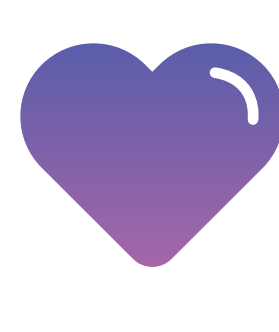
Often times, the job hunt and the interview process can be challenging; Faced with constantly putting your best foot forward, meeting new people and selling yourself, and constantly needing to impress - We get it, it can be exhausting.

At Bizzabo, we see this process a little differently, and that's what this guide is all about. We want you to be yourself, we choose honesty over what people think we want to hear, and most importantly we want you to allow yourself to learn about us just as much as we'll learn about you.



SO WHAT ARE WE LOOKING FOR IN A FUTURE BIZZABOER?

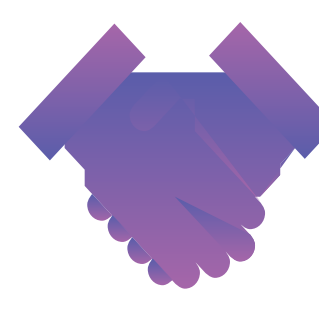
At **Bizzabo**, we put people first. Our BizzaValues are what guide us. From our day-to-day decisions, to the way we build our business, to how we determine if you have the right BizzaVibe to succeed here



We care about our people and their well-being.



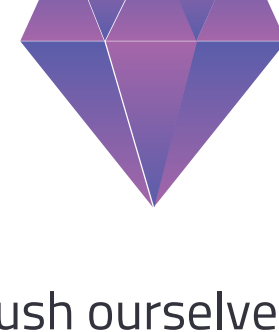
We know we don't know it all.



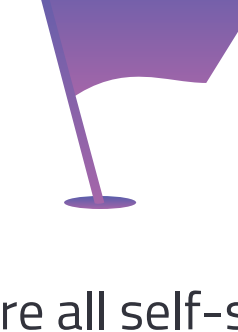
We rise by lifting others.



We dare to fail but always fail forward.



We push ourselves to be the best in everything we do.



We are all self-starters with entrepreneurial mindsets.



We enjoy the ride and the challenge.



We are honest, authentic and respectful with one another so we can build and rely on a strong foundation of trust and partnership.

HOW DOES THE HIRING PROCESS WORK AT BIZZABO?

Our hiring process is one that focuses on who you are as a person. We then focus on your professional skill set and added value you can potentially bring to the team! There is no one quite like you and we are here to celebrate what makes your talented self truly unique throughout the process.

STEP #1

LET'S GET TO KNOW EACH OTHER - PHONE SCREEN

This is the conversation where you get a chance to learn as much as you can about Bizzabo. Ask the big questions about the company culture, vision, strategy and leave the conversation feeling like you are ready to go full speed ahead into Bizzaland and beyond!

You will be able to speak with a bizzaboer. This Bizzaboer will be your guide and candidate experience compass throughout the interview process at Bizzabo.

STEP #2

MEET THE BIZZABOERS ONSITE INTERVIEW

Before everything else, we want to get to know YOU. What do you like to do for fun, what are some of the greatest career moments you've had so far and which work environment do you best perform in.

During this interview, you'll meet with one or two Bizzaboers from various teams. You'll hear about their life, families and hobbies, as well as let you ask any question that you have in mind.

The interview is usually an hour long and the conversation topics vary depending on what you (and us) care about most.

STEP #3

HOME ASSIGNMENT

Assuming we liked each other enough to move forward, we'll be sending you a home task to test your professional expertise.

We promise not to take too much of your time, and we set the time to submit based on your availability.

Since this task is THE time for you to show yourself on the professional side, we expect you to be creative, daring and show us just how much you can own it!

STEP #4

MEET YOUR TEAM MEMBERS - PROFESSIONAL INTERVIEW

If you rocked the assignment, we'll invite you to meet us again, in order to discuss the assignment in depth, see how you explain it, challenge your thinking and allow you to wow us with your wisdom.

It's never just about us though. We expect you to question us and judge whether that's the type of work you'd enjoy doing on a day-to-day basis.

STEP #5

MEET WITH LEADERSHIP

Bizzabo is a people first company. Every bizzaboer that joins us plays a key role in shaping who will be in the near future and what our culture is going to look like.

Our leadership team cares deeply about getting to know you on a personal level as well, and allowing you to ask the questions you care about most regarding our vision, mission and values.

STEP #6

REFERENCE CHECK

You're almost there (the team is already prepping to create you a special welcome gif).

BUT..

We actually take this step very seriously and we'll be conducting in depth reference checks to see how your past teammates and managers describe working with you.

STEP #7

WELCOME TO BIZZABO

The moment of glory has arrived.

We'll be inviting you over to get to know your fellow bizzaboers and sign the offer.

HOW CAN YOU PREPARE?

QUESTIONS WE TYPICALLY ASK

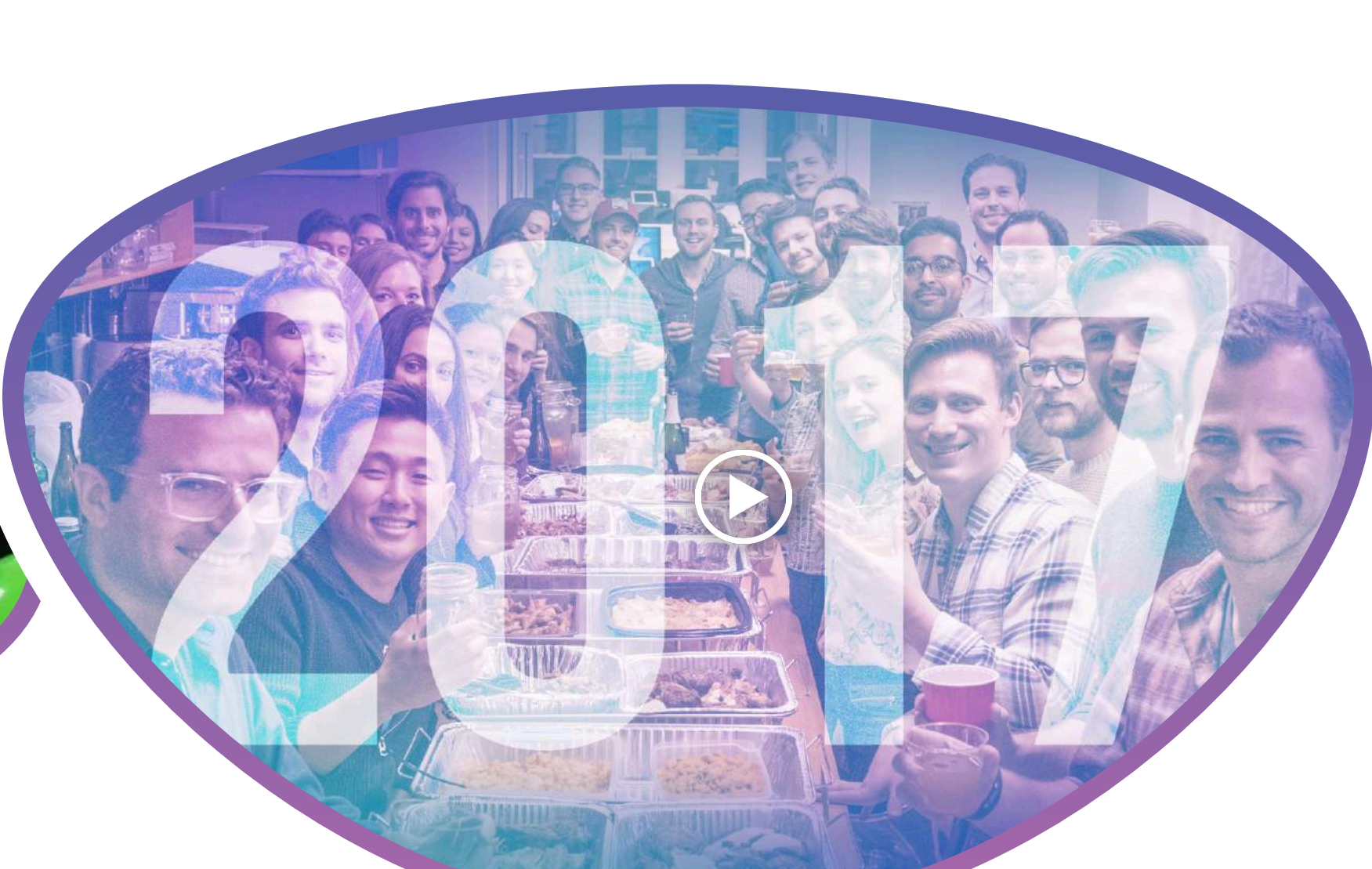
- Success story- think of something incredible you did in past positions.
- Fail forward- share a time you failed and how did you handle the situation
- What is your definition for success?
- What is the your proudest moment? (Career or otherwise)
- What goals did you set for yourself during your last position?
- What methods do you use to make decisions?

GET TO KNOW US BETTER

Sir Francis Bacon once said that knowledge is power. Well, this case isn't any different.

We love meeting candidates that have some understanding of our product, company, industry.

Here is a helpful link that will give you an insight into our company and an edge over others competing for the position.



FINAL RECOMMENDATIONS

Be On Time:

We certainly value your time. That's why we won't have you take ½ day computer exams or anything from that sort. All we expect back is that you'll arrive on time.

Be Engaged:

Think in advance about the questions you'd like to ask us - We do love good questions.

Be Prepared:

Learn about us before you meet us. Some great sources are our blog posts and website content as well as learning about the team members through LinkedIn.

Be honest

We want you to share your concerns and thoughts with us.

Be Daring

If you're contemplating whether or not to say something - don't be afraid to take the bolder option. We love people that swing for the fences!

Wear a smile :)

We appreciate feedback

don't hesitate to share with us any feedback you have about us.



BEST OF LUCK!