

FAQ – THE FORWARD YOU APPLICATION PROCESS

1. IS THE JOB-ADVERTISEMENT FOR THE DESIRED POSITION STILL CURRENT?

It is our aim to keep our job openings always up to date. If a position is filled, the corresponding offer is removed directly from the applicant portal, so that an application is no longer possible.

2. ARE APPLICATIONS FOR SEVERAL LOCATIONS AND JOBS POSSIBLE?

Yes, this is possible. Please send us your application documents via our online application tool. You can find the current vacancies here: <https://www.forwardyou.com/de/karriere/>

3. DO YOU ACCEPT SPECULATIVE APPLICATIONS?

Basically, the chances of getting a job are much higher if you apply for a specific position. However, on <https://forwardyou.softgarden.io/en/vacancies> there is the Get Connected-Button.

4. WHEN IS MY APPLICATION COMPLETE?

A professional application should always include the following documents: Curriculum vitae, certificates and proof of qualifications and, if possible, a Cover Letter.

5. WHERE CAN I APPLY?

Please use our online application form, which is linked in the job advertisement. If you have questions, our recruiting team will be happy to answer your questions. Applications by post are not possible. Electronic data collection is necessary to ensure an efficient selection process, short processing times and the provisions of data protection.

6. HOW LONG DOES THE ONLINE APPLICATION TAKE?

You will need a maximum of 5-10 minutes to apply using our online form if you have prepared all the documents.

7. WHAT DO I NEED TO CONSIDER WHEN UPLOADING MY DOCUMENTS?

If possible, save your documents as PDF. Depending on the type of document, other file formats may also be useful. It is best to bundle your documents in a digital application folder or multi-page PDF.

8. WHAT HAPPENS AFTER MY APPLICATION HAS BEEN SENT?

You will receive an automatic confirmation within 24 hours. We review your documents and coordinate with the line managers of the respective departments. As soon as we have made our decision, we will contact you for a telephone interview or a personal meeting.

9. WHEN CAN I EXPECT FEEDBACK?

Ideally, it will take between 2–4 weeks between the reception of your application and the first interview. Approximately 1–3 weeks after the interview you will receive feedback on how to proceed. We are happy to receive feedback on the application process. You have the possibility to evaluate the application process in our Online tool or at kununu and Glassdoor. Of course, you are also welcome to give us your personal feedback.



10. HOW DOES THE TYPICAL APPLICATION PROCESS WORK?

After reviewing your documents, a short telephone interview follows before we invite you for a personal interview. Depending on the position to be filled, further interviews may follow. If we decide in your favour, we will send you the final contract offer.



Note: The coronavirus is currently having a massive impact on life – and we too are feeling the effects.

Many colleagues are currently working from home on the move. We try to carry out our recruiting process as well as possible, but we ask for your understanding if there are delays. We will continue to conduct interviews. However, we are making increasing use of telephone and MS teams to avoid direct contact. The health of you and our employees is our top priority. We will do our best to guide you through your application process as well as possible, even in these difficult times. Thank you for your understanding.

11. WILL MY APPLICATION DATA BE TREATED CONFIDENTIALLY?

Absolutely. Except for the recruiters and persons responsible for the respective department, no one has access to your data or documents.

12. CAN I RE-APPLY TO FORWARD YOU AFTER A REJECTION?

Yes, just because we have chosen someone else for a particular position does not mean that you are unsuitable for our company. Later or in another position, you may be the perfect candidate for the position in question.

13. WHAT DO I DO IF I WANT TO WITHDRAW MY APPLICATION?

Please send us your rejection in the form of a short message to: hr-munich@forwardyou.com

14. HOW DO I HAVE MY PROFILE DELETED ON FORWARD YOU?

Just send a short message to hr-munich@forwardyou.com or directly via your access in our Online application portal.

15. WHAT DO I DO IF I HAVE PROBLEMS WITH THE LOGIN OR THE ONLINE TOOL?

Please let us know via hr-munich@forwardyou.com. Also in case of error messages within your profile or the Online tool of Forward You, please contact the address mentioned above. We will take care of your request as soon as possible.

Your job interview at Forward You

16. WHAT IS THE INTERVIEW PROCEDURE?

Basically, the interview takes place with HR and a co-worker from the respective department. Most likely your future boss and possibly also a future colleague. After the mutual introduction you will have the opportunity to talk about yourself and your motivation for the job in a relaxed atmosphere.

17. HOW DO I PREPARE FOR THE INTERVIEW?

It is all about finding out about your skills and interests. You should also show us why you want the job in question and how you imagine your professional future.

18. WHAT DOES FORWARD YOU PLACE PARTICULAR IMPORTANCE ON DURING THE APPLICATION PROCESS?

During the application process, we want to get to know the person behind the application. In addition to professional qualifications, the chemistry should also be right - we are looking for employees who fit into our teams and complement them with their personality. You should be able to identify with our corporate goals and enjoy working in a fast and agile company. That is why we appreciate it, when applicants are informed about our company and our values and can explain why they would like to work at Forward You.

19. ARE PARTS OF THE INTERVIEW CONDUCTED IN ENGLISH?

Depending on the department and location, we may switch to English – for example, if your job requires a lot of cooperation with international colleagues.