

Question	Answer
<p>If I am interested in a position, how do I apply?</p>	<p>You can apply by choosing the “apply now” button – an email will be generated using your email client – you need to attach your CV and cover letter. If you are using a WEB based client use the Human Resource e-mail directly – hr@glassetmanagement.ch.</p>
<p>After I apply for a position, should I call GLAM office to find out if I will be called for an interview and the next steps?</p>	<p>An HR representative of the company will contact you if an interview is to be scheduled. We strive to keep in close contact with all applicants and to provide feedback ASAP (generally within 2-3 business days) – let it be a negative response or an invitation to the first interview.</p>
<p>Can I send a spontaneous application?</p>	<p>We welcome spontaneous applications. Any spontaneous applications should be accompanied by a cover letter indicating which areas/spheres of activities/positions your interests lie in, and for which role you would like to be considered for. Email your resume and the cover letter directly to hr@glassetmanagement.ch.</p>
<p>How will I know you have received my CV?</p>	<p>Please note that there is no automatic response from the hr@glassetmanagement.ch email. The absence of “undeliverable” notification should be regarded as an indication that your mail has been received.</p>
<p>When and how will I be called for an interview?</p>	<p>Our Human Resources Specialist will contact you to schedule the interview via phone or email. Please note that we strive to reach out to all applicants within 2-3 business days from the moment of the application.</p>

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<p>What should I expect at the interview?</p>	<p>Be prepared to tell us why you are right for GL AM and why GL AM is right for you. If you are serious about a career in asset management, we know that you will be talking to many firms. However, you should understand how we differ from other financial institutions, and why the role you are applying to is more suitable for you than another role in the industry.</p> <p>We will expect you to demonstrate an understanding of the role you are applying to and the work you will be doing. Please note that you are not likely to experience a standard interview Q&A when interviewing for us – the conventional “tell us about your strengths and weaknesses” questions will not be present. Each interview is unique and is tailored towards each person’s individual profile, experience and aspirations – during each interview we try and find out as much as we can as well as share as much as we can in order to see whether common denominators are present.</p> <p>With reference to the above, our only recommendation in preparation for the interview is to read up about the company and its product to have a clear picture of the interviewing party, as concerns your personal preparation – just be frank and open to share, a quality that we will tend to reciprocate.</p>
<p>How soon will I know whether I have been hired or not for the position I applied for?</p>	<p>We try to keep our candidates informed as much as possible including how long they will have to wait until they receive an answer from us.</p> <p>Indicative time frame of a regular hiring process: After the introductory step (held by HR) the average waiting time is about 3-4 business days. Then the second step (held by the hiring direct manager and HR), the average waiting time is about 1-2 weeks. In addition, further details or feedback can be obtained either via email or via phone after each step of the recruitment process.</p>
<p>How will I know if the position I applied for has been filled up?</p>	<p>In any cases, you will receive a direct answer from GLAM regarding the status of your application. All candidates receive a notification once a position has been filled up.</p>

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Do you give feedback to all applications?	We strive to reach out to every applicant at every step of the recruitment process, therefore, you can expect a response within the indicative time frame (2-3 business days after application, 3-4 business days after the first interview and 1-2 weeks after the second or third interview).
How long do you keep applications on file?	Upon receipt applications are stored in our database for an unlimited period of time. Therefore, should a new position become available for which you can qualify for, we will get in touch with you.
How will my data be stored and used in the system?	Your records will be stored in our secured HR databank, and can only be accessed by the HR department for verification purposes. As we have new positons, we first check this databank for matching backgrounds.
Can I remove my details from the database if I am no longer interested in working for GLAM?	Yes, you can request the company to remove your details from the database, but please note that this may take up to 5 business days to be removed.
What sort of backgrounds do you look for in your candidates?	We recruit people from a broad range of backgrounds. Above all, we are looking for entrepreneurial people who thrive best in a diverse culture where innovation and agile thinking abound.
Will GL Asset Management help me obtain a work visa/permit? Do you sponsor work and travel visas/permits?	We will support the right candidates to obtain the necessary legal documents (visas, work permit...) according to the local immigration rules. You are responsible for ensuring that you understand the eligibility to work criteria for the country in which you will commence work and complete all the necessary documentation within the appropriate time frame given to you. Receipt of any relevant work visa is subject to approval by the appropriate authorities. All offers will be contingent on you obtaining proper work authorisation.