



Info and tips on how to apply for a job at eTrusted

From the first impression to your first working day





Welcome to eTrusted!

Thank you for your interest in eTrusted as an employer. Who knows, you may soon become part of our team! We have prepared a short guideline on our recruitment process for you to know what to expect and how to prepare for it.

Preliminary stage



How to find us

Our headquarters are located in Subbelrather Str. 15c, 50823 Cologne, Germany. We also have company locations in London, Amiens and Warsaw. Job interviews are usually organised in the headquarters in Cologne.

Your HR Business Partner will send you an invitation e-mail informing you on the time and place of the interview.

▶ By car

From the A1 change lanes onto the A57 in the direction of KölnZentrum. Take the exit Lindenthal/Universität. Continue on the right lane and turn onto Subbelrather Straße. Our headquarters is on the other side of the road.

You may use our underground car park on the 1st basement floor, parking lots No. 84, 85 and 86. Before entering the underground car park, select the number 64 and ring the doorbell for us to open the gate for you.

▶ By train

At the Cologne central station, take the underground line 5 (in the direction of Sparkasse/Am Butzweilerhof). Get off at Gutenbergstraße. A 5-minutes' walk in the direction of the city centre will take you to Colonia Carré.

The timetable is available here: www.kvb-koeln.de

▶ By plane

Take the S13 train from the Cologne-Bonn airport (in the direction of KölnEhrenfeld) to KölnEhrenfeld. You are now 15 minutes away from Subbelrather Straße.

Click on the link for more information on how to get to eTrusted by plane:

www.koeln-bonn-airport.de



How to find the right contact person

Your HR Business Partner is at your disposal to answer all your questions concerning the recruitment process, the interview, how to get to eTrusted etc.

You will find the right contact person in the invitation e-mail and on page 7 of this document.



How to dress for the interview

With a business casual look, you'll definitely be on the safe side. We usually come to work in jeans and sneakers, too.





Ready, set, job! Our recruitment process.

No matter if you are a young entrant or an old hand, job interviews are always exciting. Although some tension will inevitably remain, our recruitment process will make sure that you are always informed of the status of your application.



Interviews

Firstly, we want to know you. That's why we invite you for an interview. The interview can be via telephone, Skype or face-to-face.

- An interview via telephone or Skype usually lasts 45 minutes. This interview will give us the opportunity to gain a better understanding of your CV and to ask you more detailed questions on your professional background. Following this interview, a face-to-face interview is usually organised.
- A face-to-face interview usually lasts 60 minutes. We want to know you better and to have a clearer overview of your professional career. The interview will see the participation of your potential team leader and your HR Business Partner for you to get more detailed information of eTrusted in general and the job offer in particular.
- Interviews have one rule in common: be curious! Ask whatever you want to know about us. Use this opportunity to know our team, our business, our company, our products and everything else you think is important for you.

How to prepare for the interview

- Read the information you have already collected on eTrusted and those we have sent you. Read once again the job opening to get a better idea of what tasks you may be asked to perform and what responsibilities you may have.
- Use our web presence (our website and social networks) to get more information about us. Look at your interviewers' Xing or LinkedIn profiles and ask to connect. We have already looked at your CV. 😊
- So, why don't you do the same? Take the time to look for information on our business, our clients and partners, our products, our colleagues and our targets.
- If specific language skills are required in the job offer, be prepared to have a conversation in the languages involved.
- Make a list of questions you would like to ask us during the interview.





Praxis day

You convinced us during the interview, so we would now like to see you in action – and vice versa. The tasks you will be confronted with during the praxis day are in line with the actual tasks you'll perform if employed. Each praxis day is specifically designed to provide you with a realistic overview of the job. We believe that this is the best way to get an impression of you and the way you work. Conversely, the praxis day gives you the opportunity to take a peek behind the scenes: you'll get to know our team, our headquarters, your potential tasks and of course the eTrusted spirit.

How to prepare for the praxis day

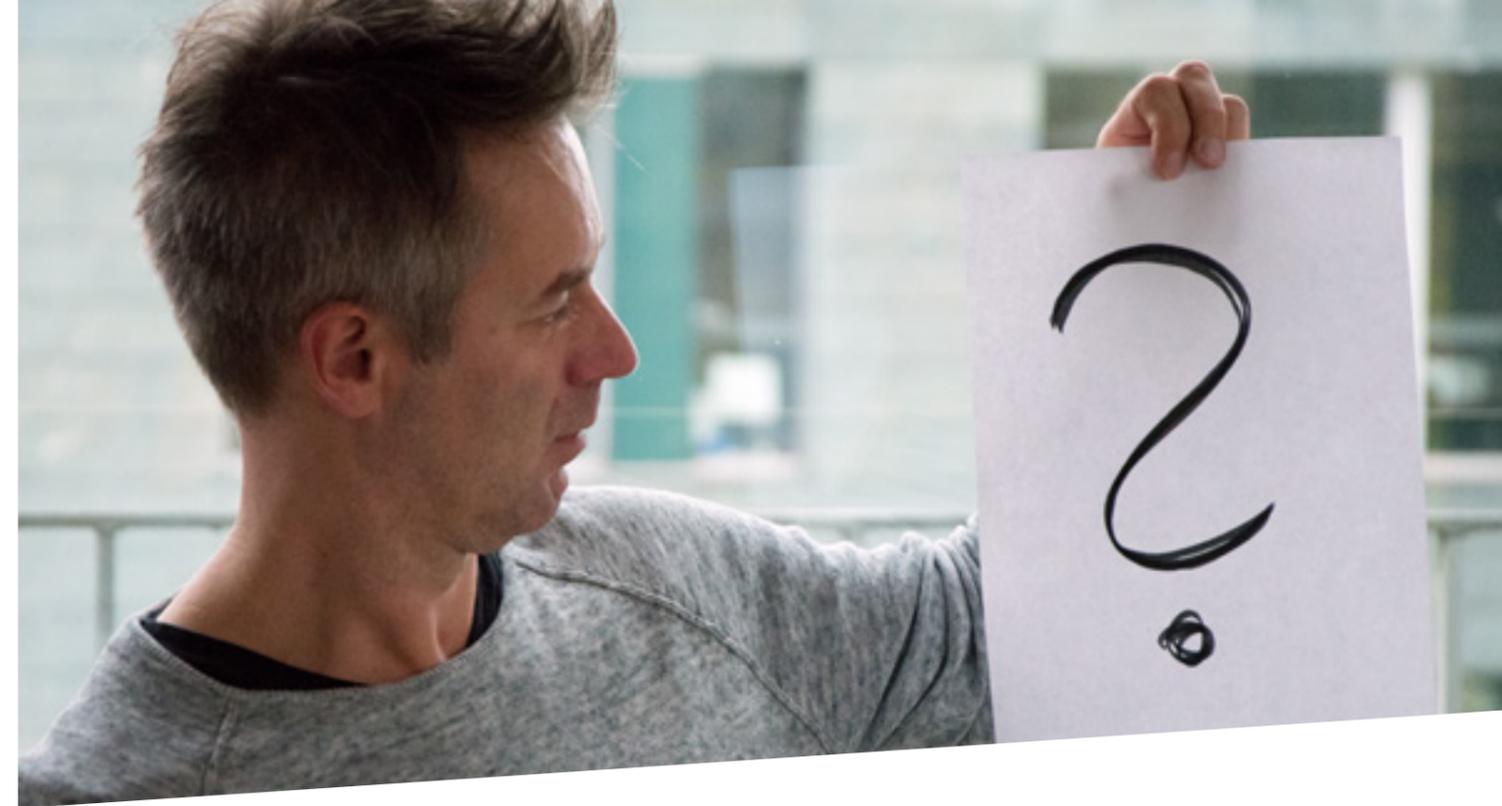
- A specific preparation for your praxis day is not required. What is important for us is that you arrive on time and relaxed.
- Here too, the same rule applies: don't hesitate to ask all the questions that are important for you. Take the opportunity to know us and to understand your potential tasks so well that you can make an informed decision on whether this job is the right one for you.

During your visit

- When you arrive, please come to the reception desk on the 4th floor (Subbelrather Str. 15c, 50823 Cologne, Germany).
- Please come 5 to 10 minutes in advance so that you can relax before starting the interview.
- We'll be pleased to offer you coffee and water and to provide you with our Wi-Fi password. Don't hesitate to tell us what you need. We'll be happy to take care of it.

After your visit

- Your HR Business Partner will get in touch with you after your visit. During the interview, we'll tell you when we expect to be able to inform you of our decision. We want to keep you informed at each stage of the recruitment process and to get back to you as soon as possible.
- Did you enjoy your visit? We look forward to your feedback on kununu: www.kununu.com/de/trustedshops
- Recommend us! We are always looking for colleagues willing to contribute to the success of eTrusted. Let us know if you know the ideal candidate for one of our job openings: www.trustedshops.de/karriere
- Stay connected: we would like to keep in touch even if this time it didn't go right. Please find us on social networks. We are looking forward to your LIKE! 🍷



Do you have any questions? No problem!

Below you can find our contact data:



Riccardo Greco
HR Director



Anika Földi
HR Business Partner



Jacqueline Dicke
HR Business Partner



Franziska Stöppler
HR Business Partner



Fabiane Wolters
HR Business Partner

No suitable job offers on our [jobs](#) page? Click [here](#) to send us your spontaneous application.

eTrusted is the European trust
brand in e-commerce.



Do you have any questions on our recruitment process?
Get in touch!