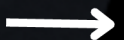


ESTATES & VENTURES HIRING PROCESS



ESTATES & VENTURES HIRING PROCESS

(Applies to all positions under Estate Gallery)

1

STEP 1: SUBMIT YOUR CV

All applicants are required to send their updated CVs for the open position(s). CVs can be submitted via email or in-person (if applicable).

2

STEP 2: PRE-INTERVIEW SCREENING FORM

If your CV is shortlisted, you will receive a Pre-Interview Screening Form. This form helps us better understand your background, expectations, and role fit.

3

STEP 3: INTERNAL SHORTLISTING

Each completed form will be reviewed carefully. Based on the responses, selected candidates will move to the interview stage.

4

STEP 4: INTERVIEW DAY

Shortlisted applicants will be invited to attend interviews scheduled for one specific day. The interview may include a one-on-one discussion and/or a short task relevant to the role.

ESTATES & VENTURES HIRING PROCESS



5

STEP 5: FINAL SELECTION (WITHIN 24 HOURS)

After interviews, selected candidates will be informed within 24 hours and given a confirmed joining date.

This hiring process ensures transparency, professionalism, and a warm welcome into the Estates & Ventures family.

6

STEP 6: ONBOARDING & WELCOME

On the joining date:

- A professional photo shoot (LinkedIn style) will be conducted
- Candidates will sign their employment contracts
- Each team member will receive a branded welcome kit, company badges, dress code book and onboarding details.
- Employment contracts need to be returned within one week of hiring which will be training week.