# aina**blanksen**

# CAREERS & JOB OPENINGS

## Who We Are:

# A community of Imaginative Thinkers

The name Aina Blankson has become the embodiment and the essence of a progressive organization, where "*imaginative thinking*" is the cornerstone of its philosophy. The firm's dedication to fostering a collaborative environment, underpinned by trust and inclusivity, exemplifies a model for the future of work. By prioritizing a culture of care, fun and thinking, Aina Blankson not only enhances the professional lives of its members but also inspires the broader business community to embrace change and innovation for the betterment of clients, employees and community.

## What We Give:

## **Flexibility With Responsibility**

Our "People First" philosophy is testament to the value placed on employees' overall happiness and security, which in turn has led to a more engaged and dedicated workforce. Not being coy to embrace change, we remain open to flexible work arrangements for employees whose sense of responsibility and leadership are not in question. This holistic approach ensures that team members have the resources and support they need to excel in their roles and maintain a healthy work-life balance, which is essential for long-term job satisfaction and productivity.

## What We Seek:

## Cultural Alignment & Inclusion

Prioritizing diversity and inclusivity not only enrich the ethos of Aina Blankson but ensures that the unique perspectives of everyone contributes to the collective progress. A growth mindset is the cornerstone of this approach, ensuring that the firm's evolution remains true to its foundational principles and is responsive to the needs of its diverse workforce. Embracing the dynamic nature of culture is essential for any progressive firm as it allows for

adaptation and growth in a constantly changing environment.

# **Job Openings:**

All job openings at Aina Lankson are periodically annouced on this platform. in addition all candidates with exceptionally promising resume are encouraged to send applications to <u>hr@ainablankson.com</u> following the standard application process



# **APPLICATION PROCESS**



#### **Step 1: The Application Process:**

Once an opening is announced, candidates begin to apply. As the application process itself is crucial and forms part of the appraisal process, it is important that candidates are quite painstaking in sending in their formal applications and curating the CVs. For all entry positions into Aina Blankson, only first class and second class upper division candidates are advised to submit applications which must be sent via email to <u>hr@ainablankson.com</u>.

#### Step 2: The Screening & Pre-Selection

The goal of the initial screening phase is to reduce the pool of candidates from a large number to a manageable group of between 3-10 people who are eligible for an interview. The most commonly used approach is resume or CV screening. Resume screening helps to assess if candidates comply with the criteria needed for the job. If you require 5+ years of work experience, a recent college graduate without this experience can be easily ruled out.

#### **Step 3: The Interview**

The third step in the candidate selection process to assess how well-suited candidates are for the role and gain insight into their verbal fluency, sociability, competence and overall comportment. Interviews may take place virtually or in person. For the most part, we conduct a first-stage interview remotely for more efficient time management. Our final interviews are conducted on-site to promote a stronger personal connection and allow the candidate to experience the workplace culture and environment.

#### Step 4: The Assessment

While sparingly adopted, it is not unusual to have candidates do a case study or solve a real problem during their interview. This makes it possible to compare the quality of a candidate's work with the other applicants, as well as against the expected or ideal performance. What is more, a practical assignment also gives applicants an idea of what they will be doing in the role.

#### Step 5: The Decision & Job Offer

Usually, the hiring manager makes the final recommendation to the CEO which may also involve input from other managers and colleagues. Sometimes, the optimal choice is someone less qualified at the moment but who is committed to growing and staying with the organization for a long time. Once the decision is made, the offer is then made to the candidate. Usually, the Human Capital Office send a mail outlining the main job details and employment conditions. If the offer is accepted, a Pre-Engagement Notice is provided and thereafter the Engagement Contract. Once that is signed by all parties are the selection process steps complete.

