Recruitment Frequently Asked Questions

Q. What should I include in my application?

We require all applicants to submit a resume. A resume in a PDF format is best suited for our Applicant Tracking System. Any other job-specific submissions will be noted on the Job Description. Please do not submit any third-party proprietary information or material you do not have the right to distribute.

Q. If a job description states one office/country, is it possible to apply and be remote?

Please check the Job description of the position you are interested in. If remote work is an option, it will be mentioned in the Job description.

Q. How do I check the status of my application?

Dimagi replies to *all applicants* about the status of their application regardless of the decision. Please know that we are still reviewing your application if you have not heard from us. We will reach out directly once determinations have been made, but we cannot provide individual status updates in the interim, given the number of requests we receive. Thank you for your understanding.

Q. How does the recruitment process work?

Once your application is reviewed, the first step in the interview process is an initial screening round. This is a chance for us to get to know you and provide more information about the position and Dimagi. Depending on the job you have applied for, there will be two or three additional rounds after the initial screening. These rounds can include a combination of short exercises, interviews with team members, or pair coding interviews as applicable.

Q. How long does the recruitment process usually take?

At Dimagi, we believe in doing recruitment right the first time. We want to make sure you, the candidate, are a good fit for the company and team and that we are a good fit for you. The length of the interview process varies by position, but expect the process to take about 3 - 5 weeks after the initial screening call.

Q. Does Dimagi conduct interviews in person or remotely?

Dimagi is a remote-friendly company. Our teams are spread across our three offices and include permanently remote employees. Hence most of the interviews will be conducted virtually over Google Meet. If you are based close to one of our offices, you might be invited for an in-person interview.

Q. How do I prepare for an interview?

Research **<u>Dimagi</u>** to understand our mission and what it means to be a social enterprise and **<u>B-Corp</u>**. Review the job requirements and think about professional experiences you have encountered that relate to the job description. Check out some of our **<u>blogs</u>** to get an idea of the kind of work Dimagi is involved in.

Q. What should I wear for an interview?

We are a casual dress atmosphere. Please feel free to wear whatever makes you comfortable.

Q. What if I have not heard back within two weeks after an interview?

Our hiring teams try their best to inform the candidates about their status, but sometimes it does get busy. We circle back to all candidates with the final decision (at all stages of the process), regardless of if they are selected or not. We will be back in touch with you as soon as we can.

Q. Benefits and eligibility

All employees at Dimagi qualify for benefits. Click **here** to check out our common benefits. Each office additionally offers some country-specific perks. These are listed in the job description.

Q. How do you decide the compensation?

At Dimagi, we are transparent about salaries at all levels of the organization and have a standard, global pay scale for all positions. The compensation or salary range for the position is listed in the Job Description. Your final salary is dependent on your base location and is non-negotiable. We also provide you with the exact salary early in the recruitment process.

Q. A job I applied to is no longer posted on your website. What does this mean?

If a job you applied to is no longer on our website, it means we are no longer accepting any new applications for that position. If you have not heard back, we will contact you once we have reviewed your application.

Q. What if I need assistance with the application or accommodation during the interview process?

If you are interested in applying for employment and need special assistance or a reasonable accommodation during the application or interview process for a posted position, please contact us at 617-604-2123 or email **accommodations@dimagi.com** detailing your request.

Q. What if I don't see an open role that fits my skillset?

Join our Talent Community by emailing your resume and field of interest to **careers@dimagi.com**. We will keep your information on file and contact you if there is an opening that matches your qualifications.

Q. What is the culture like at Dimagi?

At Dimagi, we celebrate diversity and treat each other with respect. You can learn more about our culture by exploring the Values we live by and checking out the <u>Why Dimagi</u> video on our Careers Page. Also, check out some of our <u>Day in the Life blog posts</u>, which will give you an idea about Life at Dimagi.