



HOW TO LAND A JOB AT

TODAY **DIGITAL**

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WELCOME!

FROM ROB SCOTT

Founder/Publisher

If you're reading this, it means you have taken the first steps in beginning a career at Today Digital, so I firstly would like to take this opportunity to thank you for your interest.

The aim of this guide is to give you a more in-depth insight into how Today Digital works – what we're about, what it's like to work for us and what we are looking for in our next hire.

Today Digital is the leading online publication for UC, Collaboration, Customer Experience and Extended Reality technology, but on top of that we have a mission:

**TO BE THE DEFINITIVE RESOURCE FOR
B2B TECHNOLOGY NEWS AND INSIGHTS
IN OUR CHOSEN MARKETS**

INTRODUCTION

To get there, we have a set of values that are rooted deep into the DNA of our business; they define our philosophy for job satisfaction and career success.



We're Fanatical

Our focus is set on business communications, so expect the most comprehensive coverage in our niche.

We're Responsive

Delivering a spectacular experience is rooted to our DNA.



We're Impartial

We stay true to our audience by delivering the facts, so they can make informed decisions.

We're Friendly

We are smart but not big-headed. We're easy to deal with, open and honest.



Our team are our most important asset, and with them, we have paved the way into building a market-leading organisation, ensuring our audience are always invested in what we have to say next. We encourage trailblazers and in return, promise an open and supportive environment.

We don't sit still or stay static. We're champions for growth, change and innovation.

WORKING AT TODAY DIGITAL

So now you know a little bit more about us, what we stand for and what we hope to achieve, but what is it actually like working here?

Well, there are a few more things you need to know.

We are a fully remote business. Our employees all work from home, which means we are fortunate enough to have people from all over the globe with different nationalities and different cultures as part of our team.

The next thing you should know is, we take a collaborative, communicative and flexible approach to work here at Today Digital - in other words, 'Agile Work'. Agile working is a way in which an organisation empowers its people to work where, when and how they choose - with maximum flexibility and minimum constraints - to optimise their performance and to do their best work. Our agile work strategy brings people, process and technology, time and place together to determine the best way to complete a given task. This approach supports employees in being more autonomous so they can enjoy a more liberated working style.

We could go on to write a whole book about all the amazing aspects of working at Today Digital, but nobody likes a bragger. Instead, we thought what better way to understand what it's like to work here than from the existing Today Digital team? (We promise there were no bribes involved here).

"THE TEAM ARE GREAT - SUPPORTIVE AND ON HAND WHEN YOU NEED THEM, BUT ALSO A FAB BUNCH OF PEOPLE THAT YOU CAN HAVE A GOOD LAUGH WITH. I FEEL TRUSTED AND EMPOWERED TO DO MY JOB AND LIKE MY OPINION REALLY MATTERS HERE."

"THE FLEXIBILITY AND AGILE NATURE OF THIS JOB IS LIKE NO OTHER. CHALLENGING, INTERESTING AND ABOVE ALL ELSE, REWARDING. THAT'S THE BEST WAY TO SUM UP WORKING AT TODAY DIGITAL."

"I HAVE THE PERFECT BALANCE BETWEEN WORKING AND HOME LIFE...BEING ABLE TO GET SOME FRESH AIR AND WALK MY DOG AT LUNCH TIME IS A BIG BONUS!"



WHAT WE'RE LOOKING FOR IN YOU

TRUST

Trustworthiness is top of our list, it's the bedrock of remote, agile work and what makes us tick. We don't want to micro-manage, listen to your calls or monitor your emails – it's not our style. We employ self-starters that get themselves out of bed in the morning!

SUPPORTIVE

Support is a two-way street, we want our people to empower each other, coach and teach when and where necessary. There's always time to help each other, no matter how busy we are.

LEAD

Leaders show the way, make plans, set goals, engage others. We want our leaders to be innovative thinkers too. We view mistakes as an opportunity, not a failure. Our quest is to improve and get better, to come up with new ideas and disrupt the status quo.



WHAT WE'RE LOOKING FOR IN YOU

PURPOSE

We start everything we do with 'why?'. For goals to be achieved we must have purpose. This is etched into every plan and task we create.

Goals set expectations, and expectations mean everyone knows where the finishing line is. It's therefore not about how long you spend on a task, it's about delivering on what was set out at the start.

OWNERSHIP

We expect complete ownership of tasks set. No quibbles and no hot potatoes.

If the task is on your desk then you're in the driving seat.

However, we're highly collaborative too, so if you need help, we're here to support you, no qualms.

COLLABORATE

There are two types of work here at Today Digital - focused work and collaborative work.

Despite being remote, we're super-collaborative day to day, therefore you're going to need to be a team player. However, when you need to concentrate, we'll respect the fact that you may be offline for a while too.

Your ability to work as a team and optimise your time appropriately is a crucial skill we need everyone to have.





INTERVIEW PROCESS

FIRST STAGE INTERVIEW

You will be invited to a first stage interview with the hiring manager who may be accompanied by a second member of the team. This interview is usually an informal chat where we can get to know more about you and vice versa. This is your chance to ask us any questions and get a general feel for the role. If you have been unsuccessful after your first interview, we will let you know via email.

SECOND STAGE INTERVIEW

A second stage interview will again take place with the hiring manager and a different member of the team. Depending on the job, we may ask you to complete a task ahead of your interview which we will review together during the interview itself. We will delve deeper into your suitability for the role and of course, it is another chance for you to ask any further questions you may have.

DECISION TIME

At this point, we usually have enough to go off to reach a decision. If you have been successful, we will invite you to another call to go over any remaining points, and if all goes well, we will verbally offer you the job. If you have not been successful then we will send you a brief email detailing this, with any feedback we have to offer.

MAKING AN OFFER

After verbally making you an offer, we will send you a written confirmation. Once we have figured out the smaller details such as your notice period, equipment requirements etc. we will send you your official contract to sign.

CELEBRATE AND JOIN AN AMAZING TEAM!

OUR COMMITMENT TO YOU

PERSONAL DEVELOPMENT

Our people are the heart of our business and without them, we recognise our success wouldn't be what it is today. It's important to us that we're always getting the best out of our employees and vice versa. So, we commit to regular performance reviews and personal development plans to ensure we're doing everything we can to assist in your growth and subsequent success.

WELLBEING

We know that life doesn't get paused between the hours of 9-5, and the balancing act of work life vs. personal life is one that can often be hard to perfect. At Today Digital, we take a collaborative, communicative and flexible approach to work. Agile working is all we know and when you team this with our fully remote working model, we are able to give our people the best possible work/life balance.

We also provide a suite of employee benefits to provide support from all angles including physical, social, mental and financial. Our employee benefits are really there to do just that – benefit the employee.

DIVERSITY AND INCLUSION

Today Digital opens its doors to anyone and everyone. No matter what your sex, ethnicity, religion, beliefs or social background are, we're interested in **you**.

We celebrate uniqueness and work hard to ensure we offer an environment that is open, inclusive and respectful. It's important to us that we value everyone as an individual and ensure each member of the team feels welcome and comfortable. This is an area that is never complete, so continuing on building our diverse culture is something we will never lose sight of.



All that's left for us to say is
good luck!

**Thank you again for your interest in the role and we hope
to be welcoming you into the team soon.**

