

The recruitment process

9 August 2021

Job adverts

Please check the website for the closing date as we cannot always control third-party sites that advertise our roles. Occasionally we may bring the closing date forward and strongly advise that if you've seen a role you want to apply for, you submit your application as soon as possible.

The essential requirements for the role will be detailed in both the advert and the attached role profile. Please carefully consider your knowledge, skills, and experience in line with these requirements before you apply.

Candidates will need to provide evidence of how their skills and experience meet the criteria outlined in the role profile and advert, throughout the process.

Making your application

For some roles we will ask you for a CV and a cover letter and for others it will be a CV and application form. Give yourself time to make it right. We look to assess your skills and experiences and will give you the best opportunity to showcase these.

Please take the time to tailor your skills and experience to the criteria. We are looking for you to clearly, and succinctly, demonstrate how you meet the criteria in your cover letter or application form. This is in addition to your CV.

For any applications that don't meet this standard – for example if you don't upload a CV and a cover letter when asked – you may be automatically rejected.

Interviews and assessment

We have moved most of our interview and assessment processes online. Whether you are meeting us virtually or face to face, we will always try and make the process as comfortable as possible.

Interview panels are usually made up of at least two panel members. If you are applying for a senior role, the panel is likely to be made up of three or more senior managers.

The format

Every role is different and there are several elements that we use to assess your suitability for a role. You can expect to undertake at least two of the following and this could be across several stages:

- A telephone interview.
- A competency-based interview where we will look to understand your work experience, motivations, and suitability in more depth.
- An assessment, focussing on your technical capability. This is likely to be a case study or scenario / situation based.
- A presentation.
- A psychometric assessment.

- An Assessment Centre.

If you are successful, one of the team will be in touch to let you know what to expect in advance.

There are a few things that you can do beforehand which will help you prepare for your meeting:

- For online interviews make sure you have a strong internet connection and always check the meeting link before the start time.
- If you are coming into our offices please allow time to enter and exit the building.
- Read through the relevant section of the behavioural competencies [\[/sra/jobs/recruitment-process/behavioural-competencies/\]](#).
- Spend some time looking at what we do and our work.
- Read through the information we send you about what to expect during your interview ahead of your meeting.
- Have proof of your eligibility to work in the UK ready to bring with you or to show on the screen.
- Please contact us in advance if you need any reasonable adjustments [\[/sra/jobs/diversity-inclusion/#adjustments\]](#) in place for your interview. We are a disability confident employer and will handle all requests with sensitivity.

Locations

Most of our roles will have at least one part of the selection process conducted virtually.

If we invite you to come in and meet with us, we will aim to meet you at the office location where the role is based from.

Please note that we do not pay travel expenses for interviews unless we have relocated the interview to another location.

Please contact us [\[/home/contact-us/\]](#) if you have any further questions.

[\[https://www.stonewall.org.uk/full-list-top-100-employers-2022\]](https://www.stonewall.org.uk/full-list-top-100-employers-2022)
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