



We have a thorough recruitment process designed to discover the most enthusiastic, motivated and skilled people to join our team. We realise the importance of matching the right skill base, experience, knowledge and behaviours with the correct vacancy. Our process is designed to produce a holistic picture of our applicants. We apply the principles of equity, fairness and transparency of all recruitment, selection and appointment processes.

## STEP 1: THE ROLE

Ensure that your application stands out. Be accurate, concise and check over your CV to ensure it is free of errors. To make your application stand out ensure your CV and cover letter clearly demonstrates how your skills, knowledge, strengths, values and work experience matches the role. Complete the online application and follow any instructions from the advertisement prior to the closing date. Once you have submitted your application and the attachments you will receive an acknowledgment that your application has arrived.

## STEP 2: APPLICATION SCREENING

Within two weeks of the closing date, all applications will be assessed against the selection criteria from the position description. If your application has successfully met our requirements we will be in contact to invite you in for an interview. If you do not hear from us during this time frame, unfortunately you have not proceeded to the interview stage. We will retain your details should future opportunities occur that match your skill set.

## STEP 3: THE INTERVIEW

The interview is very much a two way street, it gives both parties an opportunity to meet each other. During the interview we will ask you questions that will further provide us with evidence of your suitability to fit our role and to work within our mission, vision and values. There will also be an opportunity for you to ask us questions to ensure we are an employer of your choice.

## STEP 4: PRE-EMPLOYMENT CHECKS

If you are our preferred applicant, we will invite you to complete our pre-employment assessment. We will require the name and contact details of two referees. These should be previous line Managers that you have reported directly to. You will be asked to contact them and confirm with us that they will be expecting our call. A working with vulnerable persons check may also be required—please check the position description. Some of our positions may require a psychometric assessment, national police check or medical. The Society will meet the costs of all pre-employment assessments.

## STEP 5: OFFER OF EMPLOYMENT

Finally if you are the successful applicant, we will contact you to make a verbal offer of employment and discuss a commencement date. Once agreed, an official offer of employment will be made to you in writing. This will be accompanied by an employment pack that provides information about working with the Society.