**Recruitment Guidance for Applicants – Our Process**

**Practical Dos and Don’ts**

* **Do** complete and submit the JMSU Application form and Equality and Diversity Monitoring Form to be considered for the role.
* **Don’t send your CV** - To reduce unconscious bias, we remove the section of the application form that includes personal details before the shortlisting stage. We cannot easily do this with a CV.
* **Don’t attach supplementary documents** such as a CV or cover letter, with your application. Only your application form will be provided to the selection panel. Everything you need them to know should be included in that form.
* **Do request adaptations** We want to ensure there are no barriers to recruitment on the grounds of any protected characteristic**.** Complete section 1 of the application form to do this. The information in the Equality and Diversity Monitoring form is only used for monitoring purposes
* **Don’t be late!** Applications received after the advertised closing date/time will only be accepted in extenuating circumstances

**Completing your application form**

Our application form asks for details of your existing qualifications and previous employment history.

If you have any gaps in your education or employment history, please provide information/evidence to outline the reason.

The supporting statement is a key part of your application. Here, you need to show how you meet the essential and desirable criteria for the role as outlined in the Role Profile.

To make sure you do this clearly and concisely, we recommend considering the following approach:

* Take each criterion, (using headings is helpful) and write about how the qualifications/training, skills or experience you have, meet these requirements
* You can group more than one criterion if it makes sense to do so
* Use examples, wherever possible – projects you were involved in, presentations delivered etc. etc
* Think about your transferable skills, volunteering, community work, leisure pursuits etc. How may they apply to the criteria for the role
* If you don’t currently fully meet the criteria, how are you working towards doing so i.e. training, or voluntary work? Although some criteria are absolutely necessary to perform the role effectively from the start, not all criteria are a deal-breaker – talk about how you may approach this
* Finally, explain how you see your values may fit with JMSU, why you want this opportunity and how it will benefit you and JMSU

**Our Process**

Certain aspects will differ depending on the nature and requirements of a role but, this should give you a flavour of what to expect

* *Please note that we do not currently use an automated system to collate and respond to applications. We can receive a large field of applicants and as we use the human touch, a response can take a little longer than we would prefer but, we promise we will get back to you – we just ask for patience*

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| **Do you want to find out more about job?** |
| The advert will usually have an email contact for the Recruiting Manager. Applicants are very welcome to request a call for an informal chat about the role and/or JMSU.  If you have a query about the process but, can’t find an answer here contact [jmsu-recruitment@ljmu.ac.uk](mailto:jmsu-recruitment@ljmu.ac.uk) |
| **Complete & Submit your Application Form and Equality & Diversity Form** |
| We do not automatically confirm receipt of applications but, will provide one on request. Please note – this may not be until the closing date. |
| **Following the Closing date** |
| Following this, applications are collated, and Personal details are removed. The anonymised applications are provided to all the panel members for shortlisting.  Equality and Diversity forms are stored separately and destroyed once the data has been input. This information is never shared with the selection panel |
| **Shortlisting Stage** |
| All panel members review and score the applications separately.  They use a points system to score how far each applicant demonstrates they meet the criteria for that role  **Half the points shown below are scored for desirable criteria**   |  |  | | --- | --- | | **0 =** | **No evidence / does not meet requirements** | | **1 =** | **Partial evidence** | | **2 =** | **Full evidence / fully meets criteria** | | **3 =** | **Evidence of exceptional performance / exceeds expectations** |   The points are totalled, and the highest-scoring candidates are invited to the next stage of the selection process |
| **Guaranteed Interview Scheme for Ethnically Diverse Applicants** |
| Please see additional guidance about this scheme. |
| **Invites to Interview** |
| We will email you an invite to interview, at least 5 days prior to the date. This may be less where the interview date has been provided in the job advert. We will attach a candidate brief outlining: the date, arrival time, location, map, selection panel, where and whom to report to, selection methods, timings for the day, and any preparation you will need to do beforehand |
| **Unsuccessful Applicants** |
| We will always email you to let you know when your application was not successful at the shortlisting stage and we will do this as soon as practically possible, within 4 weeks of the closing date.  If you have not heard from us within 5 days of the advertised Interview date, or, within 3 weeks of the closing date please assume you have been unsuccessful. If you require feedback about your application, please contact the Recruiting Manager. |
| **The selection process** |
| The selection process may differ depending on the nature and seniority of the role but, is likely to involve at least two of the following elements:   * Tour of the building, so you can get a feel for our environment and working style * In-person panel interview (questions will be provided in the brief) * Pre-prepared report or presentation (the topic will be included in the brief, and you will usually be required to submit this prior to the interview, with delivery/discussion on the day) * Unseen written job-related exercise (You will be presented with this on the day and given an allocated amount of time to complete it)   You will have the opportunity to find out more about JMSU, the job you have applied for, and to ask the question you have.  We recognise the process is challenging and we want you to be comfortable and give your best   * We are happy for you to bring notes to the interview and refer to them as necessary. * We give our assurance that your ability to maintain eye contact, or being nervous in an interview environment, will not impact our judgement of your ability to do the job |
| **After the Interview** |
| The Recruiting Manager will let you know when you can expect to hear from them.  This will be by phone unless we have been unable to get hold of you, and you will be offered feedback.  Equally, if you decide the role or JMSU isn’t for you, we would be grateful if you would let us know as soon as you are sure, so we can consider our options |
| **Offers of Employment – What next?** |
| The Recruiting Manager (or nominated colleague) will contact the successful candidate to make a provisional offer of employment. They will discuss with you   * Starting salary (it is our policy to appoint at the minimum of the salary scale) * Any notice period for your current employer and potential start date * Any individual requirements (i.e. agreeing to honour existing holidays/specific work pattern/Hybrid arrangements etc) * Consent to contact your referees   If you are happy to verbally accept the offer, you will be sent a provisional offer in writing. This will confirm the content of any discussion about the above and outline terms and conditions, subject to pre-employment checks. |
| **Pre-employment checks\*** |
| All offers are subject to the following pre-employment checks:   * Proof of Right to Work in the UK (see separate guidance) * Two satisfactory references (one of which should be your current or most recent employer * DBS disclosure (where identified in advance as being a role requirement) * Evidence of qualifications stated on your application that are a requirement of the job   Should the pre-employment checks not be satisfied the offer of employment may be withdrawn. |
| **Confirming the offer and onboarding** |
| Once pre-employment checks are completed, your Recruiting Manager will be in touch to confirm your start date and you will be sent written confirmation of the offer with your contract of employment.  Your recruiting manager will stay in touch throughout and will be planning your induction to help you get off to a flying start and welcome you to the team! |