

## Applying for a job

Learn about the application process.

### Short-listing

Each application received will be measured against the criteria for the job. Details of these can be found on the Job Information page relating to the vacancy. Should your application be short-listed, you will be contacted with details of the next stage of selection.

### Aptitude testing

An objective and reliable way of assessing skills, which relate directly to success in the job. If you are invited to attend a testing session, you may be asked to work through a series of questions, which relate to the content of the job to which you have applied within a set timeframe. The results of the test are confidential and you will be given the opportunity to receive feedback on your performance.

### Interview

As part of any selection process, you may be invited to attend an interview. In some instances this may be over the telephone - this is very relevant if you are applying for a role, which will involve a lot of telephone work - or face to face. In all instances, the questions you will be asked will relate to the skills and abilities needed to undertake the job you have applied for.

Both technical and behavioural skills are equally important - it is not just what you do, but how you achieve it. To this end, many employers have developed a competency framework, which forms the basis of our interview questions. They will seek evidence from you to support your level of competence in a given area.

### Assessment centres

In some instances, for managerial or specialist roles, employers use assessment centres to determine who will be the successful candidate(s).

An assessment centre is an organised event, usually lasting for a day, where a number of potential candidates are brought together and assessed using a number of individual and group exercises. Examples of the elements making up an assessment centre include interviews; group discussions; presentations; in-tray exercises; aptitude tests; problem solving challenges; and role-plays.

Extensive research suggests that using assessment centres is the very best way of predicting the future job performance of candidates and therefore selecting the right person for the job.

### Appointment

When an application has been fully assessed, a decision will be made and you will be contacted shortly afterwards.