

# Guidelines for job applicants.

## + Competency based selection

Sova is an equal opportunities employer and applies a fair and transparent selection process for the appointment of staff. To further assist this process, Sova operates a competency based approach to recruitment and selection. The objective of introducing such an approach is to select candidates who are most suited to the role in terms of knowledge, skills and abilities.

A competency is defined as the underlying knowledge, skills, abilities, and personal characteristics required to be successful in a job role. A competency is described in behavioural terms, and proficiency in a competency can be demonstrated by detailed examples of associated past behaviour in various situations. Where a number of candidates are found to be suitable, the candidates that display the closest match to the required competences for the specified role will be offered the position in order of merit.

## + Applying for a job vacancy\*<sup>1</sup>

Once a decision is made to fill a post within Sova, the vacancy will be advertised, and potential applicants will be referred to a Role Profile and Job Description. Application forms are available on the Sova Internet. The Role Profile also outlines both the essential and desirable qualifications, work experience, and technical competences required to do the job effectively.

You must show on the application form that you possess the required short-listing criteria, as outlined in the post specific requirements, duties, skills, competencies and/or knowledge sections of the job specification. It is very important that you think about your experience in light of those requirements and provide a detailed and accurate account of your qualifications & experience in your application. It is important that you have adequately covered all the competency descriptors with at least one good example.

## + Shortlisting for interview

To be shortlisted, you must adequately demonstrate all of the minimum essential requirements set out in the person spec.

## + Selection methods

The selection process may involve additional assessments, tests or preliminary interviews. You will be notified of these additional stages if applicable.

## + Interviews

We give at least one weeks' notice of interview, however, under exceptional circumstances, this may be less. Interviews are normally conducted by a multi-person panel.

Most interviews are competency based with points awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the Job Specification and as stated by the candidate in their application. A large portion of the interview will be allocated to assessing the candidate's experiences of the behavioural competences identified in the role profile. The examples that have been provided on the application form may be explored and probed in greater detail by the interview panel. Questions will be job related and based on the candidate's past behaviour in given situations.

The interview panel will maintain an appropriate record of the interview in support of its subsequent recommendations. You will be required to produce a form of recent photographic identification i.e. drivers licence, passport or student ID as proof of eligibility to work in the UK.

## + Outcome of interview

You will be notified of the result of their interview at the earliest possible date. The recommendation of the interview panel does not constitute a job offer as it is only one stage of the selection process. This selection process continues after interview and includes criminal record and reference checks and validation of qualifications where applicable.

## + Feedback

All interviewed candidates are entitled to request and receive feedback on their interview performance, once the post has been filled and the unsuccessful candidates have been notified. The notes taken and scores allocated during the interview can be made available, if requested, during the feedback communication.

## + Validation of qualifications & experience

Any credit given to a candidate at interview, in respect of claims to qualifications / training / experience is provisional and is subject to verification. The recommendation of the interview panel is liable to revision if the claimed qualification, training or experience is not proven.

## + References\*<sup>2</sup>

Sova reserves the right to seek written references / verbal confirmation from current & previous employers / educational institutions / organisations with which the candidate has been associated. Sova also reserves the right to determine the merit, appropriateness and relevance of such references and referees.

\*<sup>1</sup> CV's will not be accepted for short-listing and should not be submitted in place of an application form.

\*<sup>2</sup> Please note that candidates are requested not to submit pre-completed references with their application form.