

LIPA

YOUR GUIDE TO OUR RECRUITMENT AND SELECTION PROCESS

Please read these guidance notes before you complete your application form.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for an interview. We will not take into account any previous applications or prior knowledge of you.

JOB REQUIREMENTS

The specific requirements of the job are detailed in the job description and person specification. The job description lists the main duties and responsibilities of the post while the person specification outlines the skills, knowledge, experience, and qualifications which are required of you.

Please consider both the job description and person specification carefully so that you know what the job involves and how you can match yourself to these in terms of your skills, abilities and knowledge.

COMPLETING THE APPLICATION FORM

Remember:

- To ask yourself why you are interested in the job.
- To read the information about the job in the advertisement, job description and person specification thoroughly.
- To take a copy of the blank form to use for a draft - we do not accept CVs unless stated.
You can ensure that the information you provide is well organised and relevant by first making a rough copy of the form to avoid mistakes and repetitions.
- To complete your form in black ink or type.
This will ensure that when we photocopy the form it is clear and legible.

Ensure that the information you provide is clear, concise and easily understood and is aimed at the job you are applying for.

- To complete all parts of the application form.
If you think some parts do not apply to you write N/A (not applicable) in the spaces provided for your answer.

Have you told us about any education and training you have received? As well as relevant experience in present or previous jobs you can also include any skills from community or voluntary work, leisure interests and the home. You will need to demonstrate how you could use these skills and knowledge in the post you are applying for.

Do not overlook the supporting information section on the form. It is the most important part of your application as it is where you tell us what makes you suitable for the post. Your application will be judged against the person specification which lists the essential and desirable requirements for the post. Think how you can draw from your own skills, experience and knowledge and relate them to the items listed on the person specification.

We will not make any assumptions about you or your skills and abilities - even if you already work for LIPA.

- **To complete the Equality and Diversity Monitoring Form attached to the application form.**

The information provided on the Equality and Diversity Monitoring Form will be entered onto a computer database for the purpose of recruitment administration and equal opportunity monitoring. This form will be shredded after 6 months in compliance with the Data Protection Act 2003.

Those involved in shortlisting and interviewing will not be party to information provided on the Equality and Diversity Monitoring Form.

- **To sign the application form.**
- **To use extra sheets if necessary.**
Please ensure that you clearly mark all extra sheets with your name and the vacancy you are applying for.
- **To keep free any interview date that is mentioned in the advertisement or other information sent to you - we cannot promise to re-arrange.**
- **To check with your referees that they are happy for us to contact them.**
- **To take a copy of your application form if possible before you return it to us for your records.**
- **To ensure that you return your application form to LIPA in time - applications received after the closing date will not be considered.**

DO NOT

- Send us your CV.
- Refer us to your current job description.
- Say “I can do the job and will give details at interview” - we need to know on the application form precisely what you have done and when you did it.
- Leave out any relevant experience/skills/knowledge gained through voluntary or unpaid work as this can be equally as important as paid employment.
- Worry if you have gained your qualifications overseas - put them down and we will check if they are the equivalent of what we are asking for.
- Include copies of certificates or open references/testimonials. Instead make sure you state clearly your qualifications and names and addresses of your referees on the application form.

SHORTLISTING

The shortlisting criteria are derived from the person specification and are determined by the interview panel prior to the receipt and examination of application forms. Once the shortlisting criteria have been determined it will not be changed.

Like the interview, the process of shortlisting is very competitive and we are seeking to shortlist those applicants who have demonstrated on the application form that they meet all the essential requirements of the job. The desirable criteria will be applied after the essential criteria in order to rationalise the number of interviewees.

When looking to see who meets the criteria, we will only use information from the application form and not make assumptions about anyone even if they already work for LIPA.

Usually shortlisted candidates are invited to attend an interview within two weeks of the closing date.

Due to the high cost of postage we are unfortunately unable to let unsuccessful applications know the outcome of their application but an acknowledgement will be sent to anyone enclosing a stamped addressed envelope. If you have not heard from LIPA within four weeks of the closing date you may assume that your application has been unsuccessful on this occasion.

If you have not been shortlisted you may ask for feedback so that you can obtain clear information about your application to help you improve in the future.

THE INTERVIEW

The interview panel is normally made up of three panel members who will be asking the same basic set of questions of each candidate. Supplementary questions may be asked based on your answers, and you may be asked specific questions which relate to areas which are unique to you, for example your previous work history.

The interview gives us a chance to ask you questions and find out if you can actually do the job - so BE PREPARED. Each member of the panel will take notes of your answers on a standard assessment sheet so that the reasons for their decision are clear, consistent and justified.

You will also be given opportunities to ask questions about the job, conditions of service, or any other areas of LIPA which may be relevant to the post.

Preparing for the Interview

You may find the following points helpful to assist you to prepare for the interview:

- Read the recruitment advertisement, job description and person specification. Are there any areas you do not understand? Make a note of these and seek clarification at the interview.
- If you have kept a copy of your application form, read it again and make sure you can confidently answer questions relating to the information you have given.
- Write down any questions you wish to ask us and bring them to the interview.
- Try to anticipate the questions you may be asked and formulate some ready answers.
- Know your positive points. What skills, knowledge, experience or expertise do you have that will help you carry out the duties of the job? What can you tell us about yourself which might make us choose you for the job? Why did you apply for the job?
- Make sure you make a good impression by dressing smartly.
- Allow yourself plenty of time in which to arrive at the interview. Ensure that you know exactly when and where the interview will take place, how to get there and how long it will take. You should aim to arrive at least five minutes early to allow you to relax and compose yourself.

At The Interview - What To Expect

- Panel interviews usually consists of a minimum of three members. This is to help ensure fairness.
- All the interviewers will be taking notes throughout the interview. Do not be put off by this - it is done so that we can be fair to you and the other candidates. The notes will enable the interviewers to recall what each candidate said and thereby determine the best candidate for the job.
- You will not be asked questions about your domestic or personal circumstances which have no relevance to your ability to do the job.
- You will be asked questions about the information you have provided on your application form.

- Sometimes a presentation will be required as part of the interview process to find out more about your interpersonal skills, knowledge and experience in a particular area which will be measured better by the presentation than by asking questions at the interview. You will be notified in advance, usually in the interview invitation letter, if you are to give a presentation.

Whatever form the presentation takes it will always be job-related and will be just one of the many factors taken into consideration when making the final decision.

At The Interview - What You Should Do

- Relax, pay attention and look at the interview panel. Concentrate on what is being said and do not allow your mind to wander. Try to maintain friendly eye contact with panel members but do not stare.
- Listen carefully to the questions. If you do not hear a question properly ask for it to be repeated. Do not try and guess what was said.
- Speak clearly and answer concisely - do not “waffle”.
- Be honest. If you do not know the answer to a question say so.
- Ask your prepared questions if they have not already been answered during the course of the interview.
- Make sure that you understand the job fully and ask about anything of which you are uncertain.

AFTER THE INTERVIEW

Following the interview the panel members will review their notes and make a decision.

If you are to be offered the job you will:

- be notified by telephone that you have been selected subject to confirmation of your qualifications, medical clearance, satisfactory references and, if applicable to the post, a CRB (Criminal Records Bureau) Disclosure. Further information regarding CRB disclosures will have been provided with this application pack if it is relevant to the vacancy you are applying for.
- within 5 days you will receive an offer letter confirming that you have been successful subject to the conditions outlined above.

If you are not offered a job you will be informed by letter and thanked for your interest. Do not let this put you off applying for other suitable posts at LIPA.

We are always willing to give feedback to unsuccessful candidates.