LIPA

YOUR ESSENTIAL GUIDE TO OUR RECRUITMENT AND SELECTION PROCESS

Before attempting to complete your application form, it is essential that all candidates read these guidance notes in the first instance.

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.

As part of our equal opportunities policy we seek to ensure that information about candidates is provided in the same format and all applicants are therefore asked to complete the LIPA application form. **Curriculum Vitae are not accepted**. If we receive a CV from you, it will not be considered during the selection process. We still require you to complete our standard application form.

JOB REQUIREMENTS

Each vacancy advertised is based on a 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, qualifications, etc which are essential. Please consider these carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge.

Ask yourself why you are interested in the job.

COMPLETING THE APPLICATION FORM

Remember:

- **To read the information about the job thoroughly i.e the advertisement, job description and person specification**.
  All applicants will receive a copy of the job description and person specification in the information pack.

  All the information tells you what we are looking for so you know how to sell yourself. Many people fail to get shortlisted because they have not read the information provided.

- **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. If you have undertaken work experience have you told us about the skills and knowledge you have gained from that ? You will need to demonstrate how you could use these skills and knowledge in the post you are applying for as asked for in the person specification.

  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 this post. Your application will be judged against the person specification which lists the essential 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.

- **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, precise and easily understood and is aimed at the job you are applying for.

- **We will not know if you do not tell us**

  We receive large numbers of applications for our vacancies and the people involved in recruitment and selection look at every application form. You must ensure therefore, that you have told us everything about yourself that you think we need to know to decide whether or not you are suitable for the job you have applied for. All too often we do not receive sufficient information about applicants for vacancies.

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

  All candidates should check that they have demonstrated on the form how they meet the essential requirements.

- **To take a copy of the blank form to use for a draft**.

  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 the Equal Opportunities Monitoring Form inside the application form and return it with your application form.**

  In order to measure the effectiveness of our Equal Opportunities Policy we need to collect information about our job applicants. Those involved in shortlisting and interviewing will not know what information is on the monitoring sheet.

- **To sign the application form.**

- **Use extra sheets if necessary.**

- **Keep free any interview date that is mentioned in the advertisement or other information sent to you - we cannot promise to re-arrange.**

- **Check with your referees that they are happy for us to contact them as this saves time.**

- **Take a copy of your application form if you can before you return it to us.**

- **Ensure that you return it to LIPA in time - applications received after the closing date will simply not be considered.**

DO NOT

- 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 whenever or however it was gained eg. voluntary or unpaid work can be important.

- Worry if you have gained your qualifications overseas - put them down and we will check (if we need to) whether they are relevant and, if they are, we will take them into account.

- Include copies of certificates or open references/testimonials - instead make sure you refer to your qualifications on the application form.

SHORTLISTING

Job related shortlisting criteria are derived from the Person Specification and are determined prior to the receipt and examination of application forms. Once they have been set by the interview panel the job relating shortlisting criteria cannot 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.

After the closing date the forms are read very carefully to see how each person's skills and experience match the requirements of the job. When looking to see who meets the critieria, 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.

An acknowledgement will be sent to anyone enclosing a SAE. Because of the high cost of postage we are unfortunately unable to let unsuccessful applications know the outcome of their application. If you have not heard from the Institute 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 future.

THE INTERVIEW

The interview panel is normally made up of three panel members who will be asking the same basic set of questions to each candidate although supplementary questions may be asked based on your answers. In addition you may be asked specific questions which relate to areas which are unique to you eg. 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.

You will also be given opportunities to ask questions about the job, conditions of service, etc. 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. Do not worry if the panel are taking notes.

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.
- Write down any questions you wish to ask us and bring them to the interview. Think about the questions we might ask you to find out how well you can do the job. What questions would you ask if you were conducting the interview.
- Think about how you will answer those questions.
- 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 ?
- 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.
- If we are running a bit late don't worry - there will be a reason but we will not rush your interview as a result.

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 which candidate said what 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.
- To be asked questions about the information you have given on your application form.
- Sometimes a presentation will be required as part of the interview process to find out 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 a presentation is to be included.

- 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.
- 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".
- Answer the question asked. If you do not understand a question say so. Do not guess what was meant.
- Be honest. If you do not know the answer to a question say so.
- Be ready to ask your prepared questions if they have not already been answered. If you have written them down ask to refer to them.
- Make sure that you understand the job fully and ask about anything of which you are uncertain.
- Gather all the information you need to know to decide whether you will accept the job if it is offered to you.

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 medical clearance and satisfactory references.
- 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

We are always willing to give feedback to unsuccessful candidates.