

The Interview Process

Stage 1.

Telephone Interview

This is an informal, and short conversation so that we can get to know you and not your CV. We'll ask you questions about your experience to date that is relevant for the role you have applied for, and give you an opportunity to find out more about us, the role and recruitment process before we submit your application for review by our hiring managers.

Stage 2.

If selected, you'll be invited for a more formal face to face interview (at one of our offices / virtually) where we will ask competency and values based questions to more formally assess your suitability for the position.

It is important that you prepare appropriately for these meetings, here are a few helpful tips:

1. Look at the job specification and highlight moments in your career that evidence the skills and/or experience that we're looking for. If you revise, or learn these moments prior to interview, you'll find it easier to be able to recall the information in the interview!
2. Check out our values, see what aspects of your career or personal life you can use to evidence these values. Again, creating a list so that you can memorise them will make it easier for you to recall in an interview when you might be nervous!
3. Its as much an opportunity for you to interview us, as it is for us to interview you! Choosing your next employer is an important decision, so make sure you ask us as many questions as you like to find out about us, the role and our business, make sure that you're left in no doubt that we are the right business for you.
4. You'll be provided with all the information you need to get to your interview – location (map and directions), attendees, date, time etc. Make sure that you double check these and arrive in plenty of time – the last thing you'll want to do is be rushing into your meeting!

Stage 3.

Thomas International PPA Assessment

If you are selected to go to final stage interview, we will ask you to complete a Thomas International PPA Assessment. This assessment helps to quantify elements of your behaviour and gives an indication of what your characteristics will be like in the work place and under pressure. The assessment should take no more than 10 minutes for you to complete and we'll give you full, written and verbal feedback from a Thomas certified professional.

Stage 4.

Final Interview

This will usually be with part of the Executive team and will be a further dive into your experience, but we'll also explore your future potential and development areas. We also feel that it is important for you to meet the person in control of the vision and strategic direction of the business to ensure that we are the employer for you.

Stage 5.

If successful, this is where you will receive your offer of employment. This will initially be delivered verbally, in order to ensure that you are happy with everything and to agree a start date, we will also send out written confirmation. Once we have received your formal (written acceptance) we will prepare contracts of employment and send them through to you.

Stage 6. Welcome aboard!! We'll then send out pre employment details and any information you need ahead of your first day!