

APPLYING TO NEF

INFORMATION FOR CANDIDATES

Please read this information before completing your application.

1. OUR SELECTION PROCESS

We recruit on merit, aiming to select the best person for the job. We also make use of two schemes to bring the diversity of our organisation and sector more in line with that of wider society. These schemes are:

- **The Disability Confident Scheme**

We guarantee an interview to candidates with disabilities who meet the minimum criteria for the role and express a wish to be considered under this scheme.

- **Positive Action**

In cases where we have candidates of equal merit, we might prefer one candidate over another if they have characteristics which are currently under-represented in our workforce. We'll rely on information provided by you in the equality & diversity monitoring form to do this.

[If you are a person of colour, living with a disability or consider yourself disadvantaged then we offer to provide brief feedback on your draft application before you submit it to us formally. To take up this offer please contact us on recruitment@neweconomics.org

2. THE JOB DESCRIPTION AND PERSON SPECIFICATION

The **job description** describes the duties of the job. It sets out the range of responsibilities and tasks you'll be required to undertake in the role.

The **person specification** describes the person we are looking for by outlining the qualifications, knowledge & experience, skills & attributes and motivation needed to do the job. We will look at your application form to see the extent to which you have the relevant aspects we're seeing and the degree to which you meet the person specification.

You need to think about:

- does the job description interested you?
- do you think you have what we're looking for in the person specification?
- can you *demonstrate* that you have what we're looking for?

3. COMPLETING THE APPLICATION FORM

Please complete the application form accurately and as clearly as possible. In section 11, please address the points in the person specification, relating them as much as possible to your own skills and experiences.

4. SHORTLISTING

Based on the information we receive in application forms, we select candidates for interview based on how well they meet what we are looking for in the person specification.

For candidates applying under the Disability Confident Scheme, we will interview everyone who meets the minimum criteria for the role.

If we have candidates of equal merit, we may prefer candidates with characteristics which are currently under-represented in our workforce, under Positive Action.

If you are shortlisted for interview then we will contact you by phone, and confirm arrangements for interview by email. We'll let you know the time, location, and contact for the interview, as well as notice of any test, exercise or presentation you may be asked to do at the interview. We'll check if you have any particular accessibility needs, or any reasonable adjustments to be made to the interview or test process to accommodate a disability.

5. THE INTERVIEW

The interview panel will be made up of at least three people, and will normally include the relevant line manager of the role. We try to ensure that we do not have single-gender or single-ethnicity interview panels.

You will be asked questions relating to the job description, person specification and your application. Panel members will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated fairly, and to help us to make the right decision.

It's important to prepare for the interview. Read through the job description, and any other information we've provided. Take a good look at our website. Be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job.

Towards the end of the interview, there will be an opportunity for you to ask questions.

Interviews can feel nerve-wracking, but our panel will be aiming to support you to give a good account of yourself. Although this is a formal process, it will be conducted in a friendly and supportive way. We'll be focussing on how your skills, experiences and motivation meet the person specification. We don't ask candidates "off the wall" questions. Some things you might want to think about to help prepare:

- Practice how you might respond to questions such as “why are you interested in this role?”, “what do you think are your main strengths in relation to this role?” and questions relating to the person specification.
- Many people are uncomfortable talking about themselves. It can be helpful to practice talking positively about your experiences in work, study, or other areas of life that are relevant to the role. Even negative experiences might have served as an opportunity to learn and develop.
- Try to think in advance of examples you’ll draw on from previous experience to address areas of the person specification. These experiences might be from a range of activities other than paid work. The important thing is that they relate to the relevant part of the person specification.
- You should feel comfortable taking your time to answer questions. Do ask for clarification if a question isn’t clear.
- Well-prepared candidates always have relevant questions for the interview panel. Think ahead about what you’d like to know more about. It can be helpful to make a note of your questions.
- On a practical level, leave plenty of time for your journey to meet us. Plan to arrive in good time.
- At interviews people ordinarily wear smart clothes. A suit is not necessary.

There is some good advice online about preparing for interviews, such as:

<https://www.prospects.ac.uk/>

6. FEEDBACK

We offer constructive feedback to candidates we have interviewed but are not successful. You might find this helpful for future job applications. We also welcome any feedback you have for us on our process and your interaction with us.

As we often receive a very large number of applications for roles, we are not able to provide feedback to candidates who have not been shortlisted for interview.

7. IMMIGRATION & ASYLUM ACT

We are required by law to know for sure that you have a right to work in the UK. To check your right to work in the UK we must see, and keep a copy of certain documents. You can see the list here:

<https://www.gov.uk/government/publications/right-to-work-checklist>

If you are in any doubt, please do check carefully beforehand. We feel it is fair to let all job applicants know about this as soon as possible so that anyone who needs a document can make arrangements to get one well in advance.

8. EU APPLICANTS

As the UK no longer part of the European Union, you need to have settled or pre-settled status in order to work in the UK. We will ask proof of this once an offer has been made.

9. REFERENCES

We take up references only when we have conditionally offered you the job. We will let you know shortly before we take up references.