



Recruitment webinar

Webinar | Wednesday 28 June 2023

Hello

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Background research

Background research

1. Know the sector
2. Know the organisation
3. Know the role
4. Know the recruitment process

The application process

Get the basics right

- Check the closing date
- Send your application to the right person
- Make sure you provide everything you are asked to – if the employer asks you to submit an application form, don't provide and refer to a CV.

Make it easy to be scored highly

- Set out the relevant information in a clear, concise and straightforward way.
- Cover all criteria in your cover letter – even those that seem obvious or you think are already covered in your CV or job history.
- For each criteria – reference it and provide an example.
- Think about the sift process – you are being scored against the criteria so you want to give a clear answer about how you meet them.

Writing tips

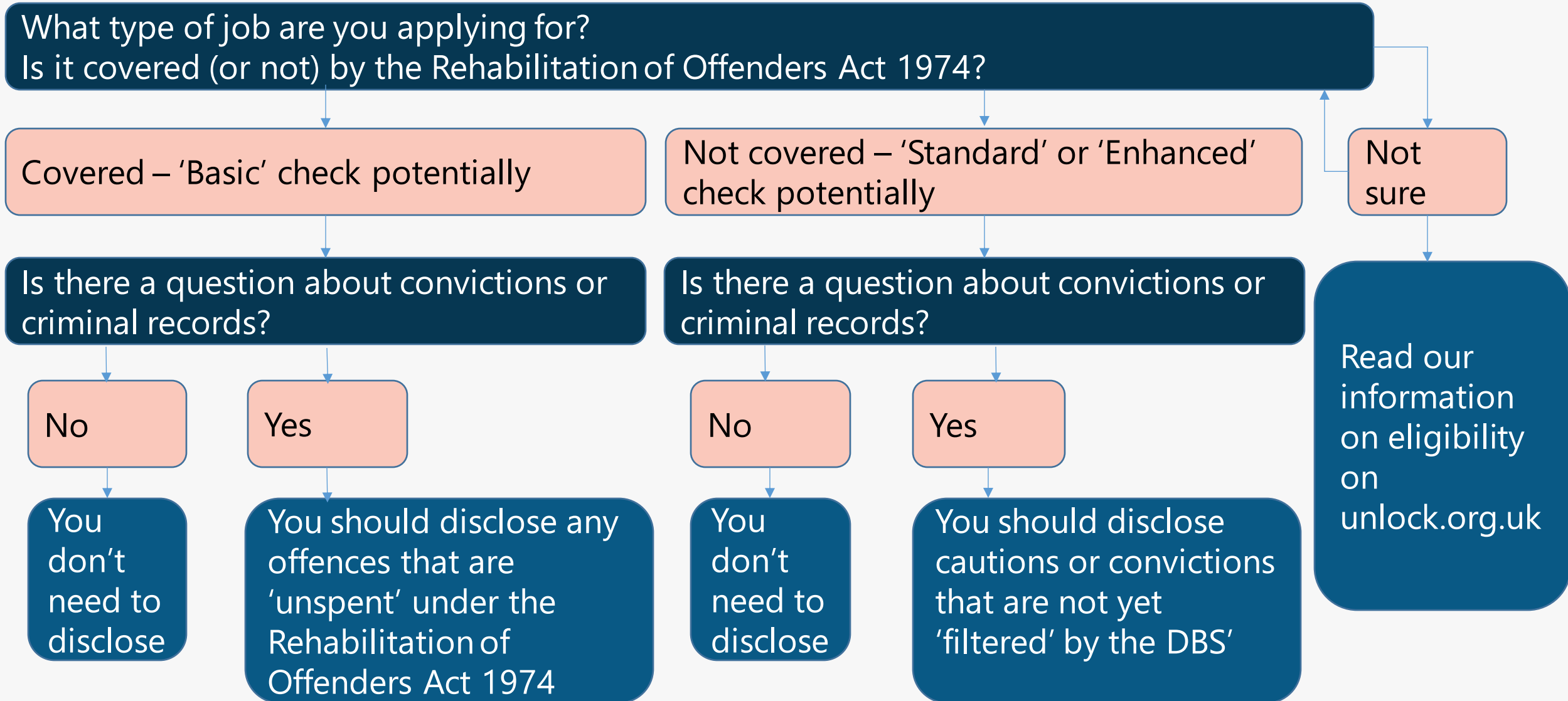
- **Be clear** – keep the language simple and concise.
- **Be relevant** – provide the details needed and don't divert too much.
- **Be precise** – relate directly to the role and criteria.
- **Separate out each point** – you might want to group criteria together and deal with them as one point.
- **Check spelling and grammar.**
- **Ask someone to read it through for you.**

Interviews

- Double check all the practical details.
- Double check expectations – eg is there a pre-interview task.
- If not sent the questions in advance – prepare for the most obvious.
- Think about what 3 key messages you want to get across and if you haven't covered them, raise them at the end.
- Think about what questions you may want to ask.

Disclosing your criminal record

Know what you need to disclose



When to disclose

- Before application
- At application – on an application form/disclosure letter
- At interview
- After the job offer

Ultimately – work with the employer's process

How to disclose – Face to face is best



Using a disclosure statement

Explaining convictions

In a detailed self-disclosure statement, someone might want to explain:

- When you committed the offence
- The number
- The circumstances which led up to the conviction
- How relevant the offences are
- How serious they were
- How you've taken responsibility
- How your life is different now
- Why you don't think you're a risk
- Keen to discuss in more detail

Key messages

Key messages

- Lead the recruiters along the path
- Always think of the impression you are giving
- Try and learn from the process if you aren't successful

Questions

Further help and advice

