



SECTION 2 Questions 15 - 27

Read the text below and answer Questions 15-22.

The Progressive Standards Company - Recruitment Process

Our recruitment process should ensure that we treat all applicants fairly but at the same time ensure that the best applicant is selected for each job. Selection is based on assessments of each applicant's skills, abilities and experience against the specifications in the job description. Short-term contract positions may follow a variation to this process. Refer to the specific vacancy details for more information.

Applications

The job description sets out the responsibilities of the role. Your curriculum vitae together with your covering letter should provide details of how you meet these requirements. We will post you a confirmation slip when we have received your application. All information provided in support of your application will be treated as confidential. Please do not send copies of references, qualifications or training certificates with your application. These will be requested at a later stage, if required. Documentation which is submitted will not be returned to you.

Short-listing

All applications are reviewed at the closing date by a selection panel. If you are not short-listed to attend an interview, you will be advised in writing as soon as possible. Within 10 working days of the closing date, we aim to have short-listing completed. If this process is likely to take longer, applicants will be informed.

The selection panel

The panel is led by the manager or team leader to whom the position reports. Panels vary in size, but generally have two to four members. We aim to have a mix of genders and cultural representation. For certain jobs, such as senior or specialised roles, we may bring in external people.

The interview

If you are short-listed and invited to attend an interview, you will be sent a comprehensive information pack, which advises when and where the interview will take place and who will interview you. During the interview, you will be asked to provide examples of relevant experience.

Additional assessments

In addition to a competency-based interview, we may ask short-listed applicants to undertake other tasks. These can range from doing work-based exercises, to delivering a presentation on a specific topic. Should you be required to do so, you will be provided with sufficient notice.