

How to apply – the application process



Our application process is designed to support you during this important stage of your career and ultimately assess whether we feel your skills, aspirations and experience are what we're looking for.

The process is outlined below. If you feel you have any special requirements that need taking into consideration throughout the recruitment process then please don't hesitate to contact a member of our recruitment team on 0203 697 5893 or email recruitment@jisc.ac.uk.

Stage one: application form

The application form is your chance to tell us about your academic background and employment history. It also requires you to provide evidence of your suitability for the role. This is your opportunity to present your skills, experience, suitability and motivation for applying.

Stage two: first round interview – telephone based

If you are successfully short-listed for the role on the basis of your application form then you will be invited to join a telephone interview that should last around 20 minutes. The telephone interview will focus on your motivation for applying and give us the opportunity to gain some further insight into your skills, experience and knowledge. It is also an opportunity for you to ask further questions about the role, organisation and culture.

Stage three: final interview

If you successfully fulfill the requirements of the telephone interview you will be invited to attend a behavioural based interview that is 45-60 minutes in length. We will ask you to provide examples of how you have demonstrated competencies in your previous roles that relate to the position you have applied for.

When answering these questions you should talk about a specific situation, describe the task that you needed to complete, explain the action you took step by step and then tell us the result or outcome of that situation. This is called the **STAR** approach:

S – Situation – what was the role, what company and when

T – Task – what was the challenge, problem or issue

A – Action – what specific actions did you undertake to overcome the problem

R – Result – what was the outcome

Dependant on the role you may also be asked to do deliver a short presentation to the panel. You will be given a specific topic to prepare in advance. The presentation itself should be no longer than 10 minutes.

For leadership roles there may be a requirement to have a second round, follow up discussion.

We are committed to ensuring the application process is as smooth as possible and best practice principles are applied throughout.

On completion of all assessments you will be advised of the outcome. If you are unsuccessful you will be informed and we will follow up with an email to confirm the decision and offer the option to request feedback.