

**Envirolink Recruitment
Process
Guidance for
Applicants/Candidates**

Envirolink

Better business
Better environment
Better future

Quality Control

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1 Introduction

These notes seek to guide candidates through the recruitment process and let them know what to expect from it. In doing so, it is worth re-emphasising that Envirolink is committed to valuing diversity and to equality of opportunity.

Our aim is to create and promote an environment in which all people are treated fairly and with respect, and are able to contribute to the best of their abilities. No one in Envirolink should suffer discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or national origin, sex, marital status, disability, sexual orientation, religious beliefs or age.

2 Envirolink

Envirolink is the business support organisation for the low carbon and environmental goods and services sector. As a not-for-profit company, our aim is to support the growth of the low carbon and environmental goods and services sector thereby contributing to sustainable economic growth and environmental protection which is vital for the UK's transition to a low carbon economy.

Through collaboration with suppliers, end-users, research institutes and funders we facilitate the development and uptake of innovative low carbon and environmental technologies. We do this by helping businesses to develop and market low carbon and environmental products and services whilst also promoting them to end-users and acting as a link between suppliers and buyers.

With over 10 years' experience of providing support to organisations in the low carbon and environmental goods and services sector, Envirolink has unparalleled knowledge of low carbon and environmental technologies, the companies involved in the sector and their customers.

Our services

- Technical Consultancy
- Programme Management
- Investor Support
- Funding Advice and Support
- Sustainable Procurement
- Events
- Market Intelligence
- Tender Notification Service
- Find a Supplier.

Membership

Envirolink membership offers free or discounted access to our services and resources, providing in-depth market information and access to advice and tools to assist with effective planning to help businesses to develop and grow.

For more information on our services and membership, please visit our website www.envirolink.co.uk.

3 What is Competence-based Selection?

The Envirolink recruitment competencies and behaviours describe the skills, knowledge and behaviours, which everyone needs to be effective in all types of roles across Envirolink. They apply to all staff.

There are nine identified competencies and behaviours for recruitment purposes:

- Leadership
- Knowledge/technical expertise
- Team working
- Planning and delivering work
- Creativity and innovation
- Communication
- Problem solving and decision-making
- Working with partners and stakeholders
- Managing and using resources.

The aim of competence-based selection is to obtain precise and verifiable information showing when and how applicants (you) have displayed the particular behaviours at the level required for the vacancy to be filled. This could be in your current or previous role or in your private life.

4 Applying for the Role

4.1 The competence-based application form

You will be asked to complete a competence-based application form which will help the sifting and interview panel to assess the evidence you are offering in respect of your knowledge, experience and skills for the requirements of the role.

The application form asks for evidence of the competencies and behaviours and, for specialist posts, seeks evidence of technical or professional experience. On the form you are asked to give precise examples when you met – or demonstrated the potential to meet – each of the competences and behaviours. Your examples could relate to current or previous employment or other activities such as voluntary work.

4.2 Eligibility of internal applicants

All those 'displaced people' (coming to the end of an assignment or currently unassigned) in EnviroLink are eligible to apply prior to advertisement for any vacant roles in EnviroLink. These will be circulated to 'displaced' staff in advance of further action.

All people engaged in EnviroLink on a permanent contract are eligible to apply for internally advertised roles. Applications from those employed directly by EnviroLink on a short term (casual) appointment, agency workers or people seconded into EnviroLink will not be considered. However, those people who were recruited as fixed term appointments, under fair and open competition* may apply providing they flag clearly on their application form the nature of their contract and their end date. Any people already in receipt of formal notice however, are not eligible to apply. If in any doubt about eligibility please check with the EnviroLink recruiting manager.

* Fair and open competition means an external recruitment exercise involving the use of appropriate advertising media and the EnviroLink selection procedure.

4.3 Eligibility of external applicants

External applicants must have the minimum technical/professional knowledge and experience/qualifications relevant to the role advertised. Due to current UK employment legislation, EnviroLink may only employ UK or EU Nationals and those with a valid work permit. All people engaged in EnviroLink on short-term appointments (casual) roles may only apply for external advertised positions.

5 Providing Competence-based Evidence

5.1 What is competence based evidence?

Competence based evidence is a specific example, which describes explicitly what you did in a particular circumstance and what the outcome was. Examples of the types of questions that you might be asked are given at section 7, paragraph 2 (below). EnviroLink will use the acronym 'STAR' to identify and assess the evidence provided. You should use this too.

Providing STAR evidence to the panel involves you explaining:

- The **S**ituation/Task
- Your **A**ctions
- The **R**esult of your actions.

It is important that you provide succinct information in this format to explain properly what you did. It will be helpful if the panel understand fully, from your application form, your role in the example you have given. You should be giving evidence based on 'what **I** did'.

5.2 How will my application be considered?

Applications are likely to need to be sifted to ensure that the strongest candidates are selected for interview based on the evidence provided in the application form. This will be conducted by a sift panel, who usually (but not always) will be the same as the selection panel. Also, if there are a large number of applicants, the panel will need to sift to reduce the numbers to be interviewed to manageable levels. Do not be disappointed if you are not selected for interview as it does not necessarily mean that your application was unsatisfactory, rather that there were stronger candidates. You can obtain feedback from the panel for non selection when the recruitment exercise has been completed.

5.3 The guaranteed interview scheme

EnviroLink is committed to providing equality of opportunity for all candidates during the selection process to enable us to select people from as diverse a pool as possible

As part of that commitment any candidate who has declared a disability, as defined by the Disability Discrimination Act (DDA) of 1995, is guaranteed an interview provided that they meet the minimum essential eligibility criteria for the post(s) in question.

5.4 What can I expect my interview panel to be like?

The panel will usually comprise two members. Every effort will have been made to ensure both sexes are represented on the panel and that it is as diverse as possible. However, this will be dependent upon resources available. The chairperson of the panel will be at least one level above the role being advertised and the rest of the panel could be at the same level, if they are suitably experienced. You will normally be informed beforehand of the names and roles of those who will be on your panel.

Your interview will usually last about 45 to 60 minutes, but duration may vary slightly as panels differ in how they use their time. Supplementary testing and/or a short presentation may be necessary depending on the requirements and staff framework level of the role(s) being filled and the timing of the interview will be adjusted accordingly as interview times will be of a longer duration as a result. Should this form part of the selection process you will be notified beforehand.

6 How Will the Interview be Conducted?

6.1 Interview format

You will be collected from the waiting area, usually by the chairperson who will take you to the interview room and explain the following:

- How they are going to conduct the interview, and they may also confirm the role for which they are interviewing
- How long the interview will take
- How the panel will organise their questions and that you can ask questions, or add extra information
- That you may ask the panel to clarify any questions that seem unclear to you
- That they will be making notes throughout the interview to help them to remember key points you have made.

The chairperson does all of this to help you to relax and to be ready for what is to follow. Their aim is to give you, and every other candidate, the chance to show yourselves in the best possible light. The panel wants you to tell them as much as possible, about your suitability for the role(s) applied for. If you feel that the panel has not covered all the ground, or are not aware of something you feel is relevant, then you must say so.

7 What Type of Questions Can I Expect?

7.1 Competence-based questions

As indicated above, the majority of the interview will be spent with the panel members gathering evidence of your competencies and behaviours, or potential to develop competencies, in each of the key areas required for the post. To gather this evidence, the panel will ask you to describe situations you have encountered in the past. Tell them how you have handled them and what the outcome was.

The examples the panel will ask for will relate directly to the competence and behaviour requirements for the role, as outlined in the Envirolink recruitment competencies and behaviours. To prepare for the interview fully it is essential, therefore, that you must familiarise yourself with the competence and behaviour level and indicators for the role and prepare at least two to three examples relating to each key competence and behaviour.

7.2 Am I expected to ask questions as well as the panel?

At the end of the interview you will usually be asked if you have any questions or whether there is anything else you want to add. Take your time to think. If you have a question that needs an answer, then ask it. But do not ask one because you think you must.

7.3 End of interview

The chairperson will normally close the interview by asking again if there are any further questions or if you have anything else to add or if following your interview you remain interested in the role.

8 After the Interview

8.1 Contacting the candidates

Following the interview, Envirolink will, usually after a period of two working days, contact the successful candidate to disclose the results and formally offer the role. The candidate will be given five working days from receipt of the letter, to consider the offer. All other candidates will be notified in writing that they have been unsuccessful. If the successful candidate declines the post, Envirolink will automatically offer the role, in merit order, to those who passed the interview, until the role is accepted. No reserve lists will be held to fill similar roles.

8.2 Posting the successful candidate

When the post has been accepted by an internal candidate Envirolink confirms this with the recruiting manager, who contacts the successful candidate's line manager to arrange the release date of the successful candidate. Release dates are usually 6 weeks or at an earlier date by mutual agreement of line managers. For external candidates start dates will be formalised following receipt of satisfactory references.

8.3 Feedback

This is not compulsory – and your right not to request feedback will be respected. You are however, encouraged to view the interview as a learning experience and to ask for feedback in that context. You should contact Envirolink after you receive your result to arrange for the panel chair (or whoever may be providing the feedback) to issue the feedback in whatever format you choose. Internal candidates are encouraged to share the feedback with your line manager and to use this information to inform their development needs and to discuss what impact it might usefully have in forming or refining their Development Plan.