

What to expect from the recruitment process

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We know applying for a job, and the entire interviewing process, can make people nervous – we've all been there. We're keen to support you along the way and remove any hidden surprises by letting you know what to expect with the aim to create a more accessible and inclusive experience.

To ensure there are no surprises, we use an AIT system in the 'what you'll bring' section of the job description – this is to help you put forward the best application possible, as well as to help you prepare for the interview stage of the process. Here's what each letter stands for:

- A – indicates the criteria that will be assessed at the application stage
- I – indicates the criteria that will be assessed at the interview stage
- T – indicates what will be assessed by a test or presentation

We consider the needs of everyone who applies for a role at Parkinson's UK. If you have a disability, long-term health condition, mental health condition, are neurodivergent, or have care responsibilities and need support at any point during the application process, please get in touch and we'll be happy to help.

The application

We advise that you use the criteria marked 'A' to explain your suitability for the role in the supporting statement section of the application form. The more in depth your supporting statement, linking back to the criteria marked 'A', the higher the likelihood of getting an interview.

If your application is successful you will be invited to interview. More details will be outlined in the initial invite email. Alternatively, if you are not successful you will expect to receive an email shortly after the vacancy has closed notifying you that on this occasion your application won't be taken forward.

The interview

The questions asked at the interview will be directly linked to behaviours and competencies required for the role.

To help ease you into the interview, the process will start with introductions from the panel followed by this opening question:

1. Please explain your suitability for this role and interest in Parkinson's UK

To help you prepare, the other questions will be based on the criteria labelled 'I' in the 'what you'll bring' section of the job description.

After the interview

You will expect to hear from us within a maximum of a week unless stated otherwise by the recruiting panel – dependent on the interview schedule. Meaning you will either be invited back for a second stage interview, contacted about your unsuccessful interview or offered the role.

If deemed unsuccessful, you will have the opportunity to request feedback on your interview. We aim to provide this as soon as possible so you're able to take this feedback forward onto future applications.

The offer stage

If you are the successful candidate, you will expect to receive a call from the hiring manager offering you the role once all interviews have concluded. During this call a potential start date will be discussed. Once confirmed, and the offer accepted, references will need to be supplied via our recruitment platform and the onboarding process can begin. We'll then look forward to welcoming you to the Parkinson's UK team.

If you happen to have any questions in the meantime, please get in touch with our recruitment team by emailing recruit@parkinsons.org.uk or calling us on **020 7963 9399**.

Best of luck with your application.