

Candidate Guidance

We're excited that you're considering joining Southdown. We pride ourselves on our strong values and ethics, along with a culture of flexibility, inclusion and respect, which all contribute to a workforce that's thriving and 'living well'. We've put together this guide which outlines our recruitment process and provides some top tips to help you get the most out of your application and interview.

An overview of our hiring process

At the bottom of each job advert you will see the hiring process for that role. Depending on the role, some may include a service visit, where you will visit the service and meet current residents or clients. Other roles may have an assessment stage after or at the interview stage. If there is an assessment you will be given full details when you are invited to interview.

Our Hiring Process

Stage 1:

Application
Shortlisting

Stage 2:

Interview

Stage 3:

Service Visit

Stage 4:

Hired



Application

You'll notice each job advert has a role profile attached. The role profile outlines the responsibilities of the role, along with the knowledge, experience, qualifications and competencies required.

When we review your application we'll be looking for evidence that your knowledge, experience and competencies align to the job advert and role profile. Be sure to describe concrete examples of what you've done in the past that matches what we're looking for.

To complete your application form, we recommend you do the following:

1. Read the role profile and job advert carefully.
2. Consider your answers to the following questions:
 - Using the job advert and role profile, please describe how your knowledge aligns with the requirements for this role.
 - Using the job advert and role profile, please describe how your experience aligns with the requirements for this role.
 - Reflecting on the competencies required for this role, please provide an example of how you have demonstrated Southdown's values in your work or personal experiences.
3. We recommend 150 – 250 words per answer, although you can write more than this if you feel it supports your application.
4. Be sure to include examples that demonstrate how you meet the criteria. These may come from work, volunteering, or in your personal life.
5. It's ok if you don't have direct experience – you can instead use other situations where you have demonstrated the same or similar skills and relate it back to the question.
6. If you are submitting a CV as part of your application, please ensure you still complete these application questions.
7. Use simple, clear language. We encourage you to complete the application in your own words. If you are using AI to help you with your application, be sure to review and personalise your answers by adding specific examples. Avoid using generic AI responses without any supporting evidence.

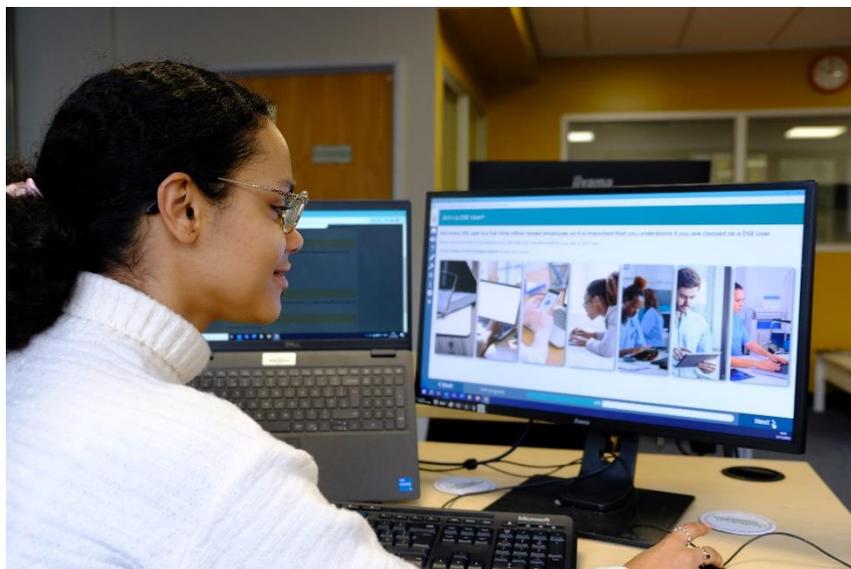
Shortlisting

Once you have submitted your application the hiring manager will review it against the requirements of the role. There are 2 stages to shortlisting:

1. Ensuring your application meets the essential criteria of the role. For example, if the role requires someone with a full manual UK driving licence, and an applicant does not have this, then the application will be rejected due to not meeting the minimum criteria.
2. Reviewing and scoring your application against the requirements of the role profile and job advert. This helps us to select the candidates who best meet the job criteria to be invited to interview.

Southdown is a Disability Confident employer. Those candidates who indicate on their application that they wish to be considered under the Disability Confident scheme will be invited to interview as long as their application demonstrates that they meet the essential criteria of the role. If you would like to request a reasonable adjustment for your application or interview please contact jobs@southdown.org.

If you are unsuccessful at shortlisting stage you will be sent an email notifying you that your application has been unsuccessful.



Interviews

Our interview questions will largely ask you to talk about specific examples where you've demonstrated the skills and behaviours required for the role. These are called competency-based questions, and are designed to uncover how you think, react and behave in various scenarios.

The STAR technique is helpful for structuring your responses:

- *Situation*: set the context for your example
- *Task*: describe what you were required to do/the problem you were solving
- *Activity*: explain what you did personally to overcome the problem or achieve the objective (be clear about your role in any team task)
- *Result*: describe the outcome and your evaluation of this – e.g. what you learnt from the situation

In addition, we may occasionally ask you scenario-based questions, which will look something like: 'what would you do in X situation?'

After your interview the hiring manager will be in touch to let you know the outcome of your application. If successful and you wish to accept then we will be in touch with your offer and onboarding steps.

Any candidate who is unsuccessful following interview stage may request an interview feedback call with the hiring manager. We understand it may be disappointing to not receive an offer, the interview feedback may help you understand what actions you may be able to take to be successful with a future application.



Top Tips for Interview

- Read the role profile and job advert carefully and prepare examples of how you've demonstrated the competencies, knowledge and experience required.
- Be specific and remember the STAR technique to structure your answers.
- Don't rush. It's perfectly ok to pause and think for a while before answering.
- Ask for clarification if you don't understand something.
- Familiarise yourself with our values and the Southdown Beacon – these guide us throughout our recruitment process.

Our values:



The Southdown Beacon helps us

- create environments of **safety, belonging and learning**
- build relationships that value **choice, individuality and working together**
- recognise individual **experiences, strengths and potential**



We know everyone has strengths, and we encourage you to be proud of these. We will be mindful that you may be nervous and will focus on the potential you bring.

Further information

If you would like to find out more about working at Southdown, please visit our website www.southdown.org. You can also find us on [Facebook](#), [LinkedIn](#), [Instagram](#) and [YouTube](#).

We have also included some Frequently Asked Questions on our [careers pages](#). If you have a question that isn't answered, or require support with your application, please contact us at jobs@southdown.org.