

Applying for a vacancy in The Highland Council



Stage 1 – Your Application

You can find all of our vacancies on “My Jobs Scotland”. www.myjobscotland.gov.uk

Every post we advertise will include a job description, outlining the duties required of the role, and a person specification, describing the skills, knowledge and abilities required to carry out the job role.

Please read all the documentation before you apply so that you can reference and evidence how you are suitable for the job.

Here are some tips to enhance your application:

- Focus on the “Statement in Support of your Application” section of your application. This is the place to showcase why you are the ideal candidate for the job.
- Refer to the person specification in the “Statement in Support of your Application” section so the Hiring Manager can see relevant examples of the qualities they are looking for.
- If the vacancy advert refers you to any other websites with further information about the role it is important to read this before submitting an application.
- Remember to download and save the job description and person specification and any additional documents from the vacancy job advert as you will be unable to access this once the vacancy has closed.
- Remember to use this opportunity to highlight the qualities you have and what you could bring to the job.
- You must submit your online application before midnight on the closing date.

Stage 2 – Shortlisting

Application forms will be sent to the Hiring Manager for shortlisting within 48 hours of the vacancy closing.

A recruiting panel will complete the shortlisting process in line with the criteria of the job description and person specification. They will assess your entire application including any required qualifications. The recruiting panel will consider in detail the “Statement in Support of your Application” section, so you need to ensure you have provided sufficient information that will evidence your ability to do the job.

If you are shortlisted, you will receive an Invite to Interview which is usually sent electronically to the email address listed on your application form. This email will contain information about how to electronically book an interview slot. You will be able to book your interview time from available slots. If you are not shortlisted, you will receive notification via email that you have not been successful. Status updates appear in your My Job Scotland online account throughout the process.

Stage 3 – Interview

If you are invited to an interview it is important to us to make the process run as smoothly as possible for you.

Your Invite to Interview will be sent to the email address listed on your application. This will contain details including the vacancy title and location of the interview in addition to information about what original documentation you may need to bring. You will need to book a time for your interview by clicking on the link in the email.

Preparing for an interview

- Revisit your application, look at the job description and person specification to re-cap the main duties and responsibilities of the post and the attributes required to carry out the role.
- Research The Highland Council as an organisation. This could give key information on current agendas, hot topics and priorities that could be relevant for the job you are interested in. Information is available on our website www.highland.gov.uk.
- Mentally prepare some examples to showcase how you meet the job description and person specification.
- Think about the questions that you are likely to be asked at the interview.
- The interview is also your chance to ask questions and the panel will be happy to answer these. You may want to ask about the vacancy, service or perhaps terms of employment.

As part of the interview you may be asked to provide a presentation to the interview panel on a specified topic. If you have concerns about the interview or assessment process or if there are adjustments we can make to enable you to do your best on the day, please contact the HR Recruitment Hub.

You may be required to present certain **original documents** at the interview, namely:

- Evidence of your right to work in the UK (you will receive guidance documents with further details about what satisfies this check).
- Evidence of your qualifications.

If you cannot attend the interview, please contact the HR Recruitment Hub so that the Hiring Manager can be notified.

At the interview

- There is likely to be a panel of 2 or more members asking the interview questions.
- Questions will be based on the job description and person specification and could ask you to describe examples that will evidence your ability to undertake the job role.
- The Hiring Manager will outline the terms and conditions of the vacancy.
- You will be given the opportunity to ask any questions you may have at the end of the interview.

You will be contacted by the Hiring Manager regarding the outcome of your interview.

Stage 4 – Pre-employment checks

If you are successful at interview and offered the job, there may be a number of pre-employment checks which need to be completed before you can join us in post. At this point your references will be contacted if you are not already employed by Highland Council.

If a PVG check is required for the post, a form will be posted to you directly by the HR Recruitment Hub.

Stage 5 – Offer

Following successful pre-employment checks and the recruitment process is completed the Hiring Manager will be in contact with you to arrange a suitable start date

A written Offer of Employment will be sent to the email address stated on your application.

Stage 6 – Starting Work

Your new Line Manager will ensure that you have the details needed before your first day of employment, such as where you report to and at what time.

Prior to your first day, your new manager will be able to answer any questions you have and they will provide you with information such as start time and parking.

On your first day you will be given the official Corporate welcome to the Highland Council including a thorough induction into your new job role.

Congratulations on joining the Highland Council.

