

The Recruitment and Selection Process

The recruitment and selection of staff is fundamental to ensuring the TEN Group has the right mix of appropriately qualified, experienced and skilled staff to effectively, efficiently and successfully deliver services.

Shortlisting

Applicants will be scored against the criteria in the person specification to determine who progresses to the next stage of the process.

All applicants will be notified by email with the outcome of their application.

Selection Process

If you are shortlisted you will be invited to attend a selection process. The selection process can consist of one or more of the following activities:

Formal Panel Interview

You will be asked questions based on the competencies within the person specification for the role. You will also be given the opportunity to ask questions. Members of the panel will be taking notes during the interview so they can refer back when making the final decision.

Microteach Session

This will be assessed within a teaching or training role. You will be observed delivering a timed teaching session on a given topic.

Presentation

You will be asked to prepare and present a timed presentation to a panel on a given subject.

Aptitude Tests

Aptitude tests are specific to the job role. These assess skills including ICT, Excel, Word, Powerpoint, data entry/analysis and numeracy and literacy.

Quest online personality profile

Prior to the interview you will be asked to complete an online personality profile (Quest) that should take around 20-30 minutes to complete. These are normally used for management roles and are used to measure behavioural preferences related to the world of work.

Practical Task

You will be given a task that is relevant to the role that will be set in a real working environment.

Group Tasks

These can be discussions/tasks that will involve panel members, other candidates or external bodies.

If you are shortlisted you will receive full details by email of the selection process for the role to help you prepare in advance for the day.

If you have any requirements in respect of access or facilities to assist you with the selection process please let us know as soon as possible so that we can make every effort to accommodate these.