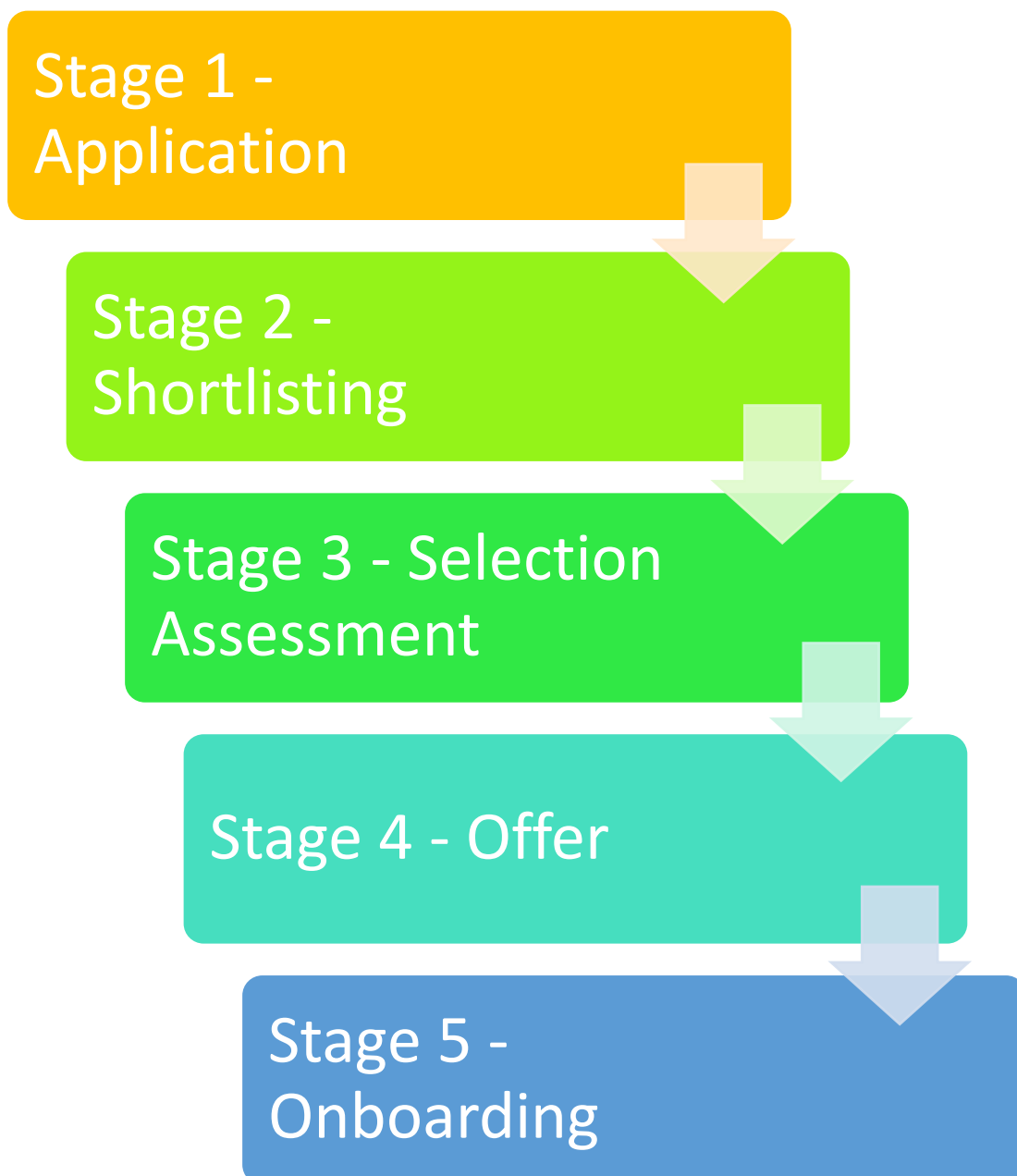## RNN Group – Hiring Process

Firstly, thank you for visiting our careers page and considering RNN Group for your next career opportunity.

To assist you with your application, through to (hopefully) an interview and then an offer to join our team/s, we have put together this guide to give you all the information you need so you know exactly what to expect at each stage in the process and give you a little help along the way too!

If you are any internal applicant (already have an account with our ITrent system as an employee) then you will need to apply for any vacancies via your Employee Self-Service.

Good luck with your application

Stage 1 - Application

Stage 2 - Shortlisting

Stage 3 - Selection Assessment

Stage 4 - Offer

Stage 5 - Onboarding

Getting set up
Your first stop will be here; https://www.rnngroup.co.uk/careers/vacancies/ where you will need to click on 'View current vacancies' here you will see a full list of all our currently advertised positions. Find the role/s you wish to apply for. You can view the full role description (if applicable), you can send details of the vacancy to a friend of family member, or you can apply direct to us yourself. Please also use the quick access buttons to share the post on social media too to help our vacancies get out there as much as possible.

We also have an option to search for a particular job using specified criteria, and if we don't have one right now that meets your requirements, you can set an alert so when we do, you will be notified so you avoid missing out!

If you are applying for more than one role you will need to apply for each role separately but once you have created an account, you can copy most of the information across so it really doesn't take up too much of your time.

To apply for our roles, you will need an up to date Curriculum Vitae (CV) and either a written statement, or 'covering letter' to go alongside it.

If you have created an account before, simply log in with your user name and password. You can select to reset your password if you have forgotten it. Your username will be the email address you registered with.

If not, select the option 'new user registration' to create your account. It takes seconds!

Once your account has been created you will receive an email to confirm this. Depending on your emails filtering system, it may be that emails from us go into your junk folder so check there too. You can then change your settings so any further ones will go into your inbox.

We will update the status of your application online. Most of the updates will be confirmed via email but some more minor updates won't be so it is worth checking in every so often.

Applying
Once you have created your account you will be taken to the 'application summary page'. Here you will see all the different aspects of our online application form. This page shows you all the sections which you need to complete for your application. It takes approx. 8 minutes to apply (depending on if you have a personal statement already prepared, which we recommend you do).

Each section is to be completed and upon completion will change to a 'tick'. It is really important you give us as much information as possible. This will help us appropriately and quickly process your application and assist us at each stage as your application progresses. If you do omit any information now, then we may ask you for it at a later stage so it is best to give us everything you can upfront.

All the mandatory sections have a blue dot next to them.

You can update your CV and add in any additional supporting information to your application in the 'supporting information' section. With your CV and supporting statement/information, you should ensure you cover all of the criteria needed for the role. You will need to refer to the role description, specifically the 'role specification' for what these are. When referring to our role specifications they will show which criteria are essential (i.e. you must have these in order to perform the baseline expectations of the

role) and those which are desirable (i.e. if you have these you should be able to perform above the baseline expectations for the role). The 3rd column shows how we assess this criterion (key provided) and the final column is which criteria will we short list your application against. It is this criterion that you must look at satisfying in your CV and supporting statement/information so we can strongly consider progressing your application through to interview.

Note: If there is no role description check what is stated on the advert. Any positions which are to work for our casual worker services (Rotherham Education Services) do not have a role description.

Once all of the sections have been completed and they show with a blue 'tick' will the 'apply' button be activated and you can then submit your application. Please ensure you submit your application fully. Once it has been submitted you will receive an email confirming this.

You can also edit/update your personal details at any time by logging back into your account.

Monitoring the Status of your Application
You will receive an email confirming your application has been submitted once it has been received onto our online recruitment tracking system.

You can log back onto the system at any time to view the status of your application through the 'my applications' section.

You can request a copy of any applications you have created to be sent to you in a PDF document so you can keep a copy for your own records if you wish too. This may also be useful if you are invited to an interview with us to help you prepare.

Stage 2 – Shortlisting

Process
Once the vacancy has closed to applicants, we will download all of the application forms, CV's and supporting statements/interview notes and 'redact' them ready to be sent to the hiring manager for them to review.

Redacting is a process of removing all of the personal information from your application such as name, address, DOB or any other key identifiers. This is because our shortlisting is based on your qualifications, experiences, skills and abilities to do the role and nothing else.

Once we have done this, we will send your application etc to the hiring manager who will review your application and any others we have received for the role. As mentioned earlier about the shortlisting criterion, this is what the manager will use in determining who has the relevant qualifications, experiences, skills and abilities to do the role and those will be selected for further review, usually through an interview assessment process.

We normally expect this process to last approx. 1 week but if it is taking a little longer then we will let you know via email and by updating your application status on the application portal.

If your application information has not met our expectations in relation to the criteria for the role then we will inform you of this via email and also by updating the online application portal. The reason for this could be because you haven't met all the shortlisting criteria, or we have had a strong candidate field and have had to take those through who provided

a greater level of evidence/detail on that occasion and/or who had the desirable criteria also.

Disability Confidence Scheme
We are pleased to be long standing partners of the Disability Confidence Scheme which aims to encourage employers to recruit and retain disabled people and those with health conditions. It is voluntary and has been developed by employers and disabled people's representatives. You can find out more information here.

Stage 3 – Selection Assessment Process
If your application has been shortlisted for interview, we will inform you of this via email or via an update to your online application portal page. The information we send will include the date/s and location of the process and any additional information needed. You will be asked to log into the online application portal to book yourself an interview 'slot'.

We will also inform you of the assessment method. This would be an interview and, in some cases, (depending on the job role), you may also be asked to prepare and deliver a presentation, carry out a task (either before, during or after the interview) or perform a micro-teach lesson. Please rest assured we will only ask you to do what is necessary for us to further assess your suitability for the position.

Once you have received the notification, you will be given the link to log back into the online application portal to book your interview. You will see the available date and times remaining. Please note our interview slots are available on a first come basis, so you need to ensure you log on as soon as possible. Don't worry, there are enough slots for everyone so you won't miss out but must be done before the deadline specified.

We aim to give a minimum of 3 working days' notice for assessments with an interview only, and a minimum of 5 working days' notice if there are any additional assessments alongside the interview.

Prior to the day of the interview
If you have anything to prepare, or bring with you, on the day you need to make sure you have this prepared beforehand. If you have a presentation to deliver, you will need to send us your notes/slides before so we can share with the panel, or bring a copy with you on the day to give to the interview panel members if your interview is face to face.

You will be asked to show us evidence of your right to work in the UK at the start of your interview so we suggest getting this located at least the day before so there is no mad rush on the day when you need to be calm and in the zone for your interview in order to perform well.

Online interviews - You will be sent a link to your individual Google Meet at least 1 day before the date of the interview. Please accept this meeting invitation so we can see you have received it. We suggest you click on the link the day before to check you can access it. You don't want to encounter any technical issues 10 minutes before your interview!

In-Person interviews – your invitation will outline the location of your interview, please report to the main reception at the specified college site at least 10 minutes before your timeslot.

Preparing to perform well at your interview
We completely understand that you may feel nervous about the interview, or more so about having a virtual interview for the first time if this is the chosen method. You may have an internet connection which is unreliable at best or you may have the kids in another room and are worried they could barge in at any time. We completely understand this,

and we do take this all into account. The interview is about getting to know YOU and what you have done in the past, what you have learnt and how you would use this in the role you are applying for. We do leave a little longer for each virtual interview slot to account for any unexpected technical issues, or intruders.

You should dress for a virtual interview in the same way you would a face to face interview (smart/casual). Think about where you will be, the background and any outside noise and find a comfortable chair.

Grab a drink or a glass of water to have to hand if you need it.

Our interview processes are not a memory test – if you need notes with you to help you, please refer to them. We would advise you don't read from them though but short sentences or bullet points to help you recall things you have done will help massively.

Have a copy of the role description and/or advert with you, or open on another screen if you have that option. Being able to refer back to the role description or advert will help you ensure you are giving answers relevant to the role.

Give good, strong examples which demonstrate your competency around the subject in question.

At the end of your interview, once we have asked all of our questions of you, we do invite you to ask us anything. Please prepare any questions you want to ask beforehand so you don't forget any and then want to kick yourself afterwards for doing so. These can be about the organisation, the team, the role, the terms and conditions or even what the benefits are of working with us (there are many!).

The same goes for preparing for your interview online as it does if it takes place in-person at one of our college sites.

On the day
You should now be fully prepared for your interview and we hope you are now keen to start this part of the process.

Online - Join your individual Google Meet approx. 5 mins before your allocated interview slot. You may be asked to wait to be let in to the meeting. Don't worry, one of the panel members will do this when they are ready for you. If you do happen to get straight into the meeting and are on your own, please be patient and we will join as soon as possible.

In-Person – Arrive approx. 10-15 minutes prior to your allocated timeslot. Ensure you know where to park, or where to get the bus or train from. Report to the main reception and ask for the chair of the interview, and which role you are being interviewed for too (as we may have multiple interviews taking place on the same day and need you ensure you end up in the right one!).

You will then be guided through the process by the panel.

You will be advised of the timescales and expected date/method of the outcome too.

Post-assessment Process
Once you have had your interview, we will be in touch with you to advise of the outcome. This is usually 1-2 working days after the interview but we will let you know when to expect to hear back from us. This will usually be via phone by a member of the recruitment team, or the hiring manager.

If you have been advised you were unsuccessful in being offered the role then you are able to ask for feedback. We will confirm this via email and update your application status online too.

Stage 4 – Offer Process
Congratulations on being offered the position. You are at the last part and almost ready to get cracking in your new role. Are you as excited as we are?

We have a few more bits to do at our end (with your help) and then we are good to go.

Once we have made the offer, we will follow this up via email to confirm details of the offer.

The first stage before a formal offer can be made is to obtain your references. You should have provided us with your referee details on your application form, or CV but if not, then we will ask for these from you, in writing. The sooner you do this, the sooner we can get them requested. We need to cover at least 2yrs and a minimum of 2 references per person. We will check everything with you, to make sure we have the right ones, so don't worry.

Once your references have been received, we will verify the information against your CV/application and then contact you to let you know.

If all is as we expect it to be, we will start with processing you as a new starter.

Stage 5 – Onboarding Process
You will be guided through the onboarding process by our Onboarding / Recruitment Coordinator who will be in touch with you every step of the way. They will inform you of the onboarding process and what this entails and be available to answer any questions you may have.

Your new manager will also be in touch to welcome you to the team.

We hope this has been useful and has provided you with the information about our hiring processes and given you some helpful hints and tips which will ensure you make it all the way to stage 5 (and beyond).

If you have any questions, queries, technical difficulties or would like more information/detail, you can speak to our dedicated recruitment team who are here to help you every step of the way.

Email: recruitment@rnngroup.ac.uk
Tel: 01709 722750

Thanks for reading and we hope to hear from you soon,

The RNN Group HR (Recruitment) Team