

# A guide to applying for a position at the Students' Union

Full-Time Positions, including permanent and fixed-term



## Our Values

One of our core values is transparency. This is why we wanted to provide additional guidance around how we recruit in order to give every candidate a fair opportunity.

## Stage 1: Application

You'll need to complete an application form to apply for a position. This features 4-6 questions based on the person specification. Each question is scored from 0-5, based on STAR format.

Job description and person specification's can be found on the application web page.

Candidates are accepted from any educational background. We don't score previous qualifications.

The highest scoring candidates will be invited to interview.



## Stage 2: Interview

Interview questions are based on the person specification. We run structured interviews. Candidates are asked the same questions and answers are scored from 0-3, based on STAR format.

Our interviews are designed for you to demonstrate your skills and knowledge in a relaxed, informal setting. One of the ways we do this is by sending interview questions in advance.

There will be 3 panel members, including the hiring manager, a student rep and another member of staff.

You may be asked to complete a task prior to the interview or during the interview. We will inform within the interview invite.

You'll hear from us within 3 days of completing the final interview.





## Stage 3: Offer

The candidate with the highest score across both application and interview stage will be offered the role.

If the highest scoring candidate doesn't accept the role, the second highest scoring candidate will then be offered the position and so on.

Offers are subject to the completion of pre-employment checks.

## Equality, Diversity and Inclusion within our recruitment

We are focused on recruiting more colleagues from ethnic minority groups, Trans, and Disabled backgrounds and undertake positive action throughout our recruitment process.

To read more about how we do this, please read our Affirmation Statement.



## Top Tips

Read the job description and person specification (and save it in case you are invited to interview)

Read our Job Pack which contains information about the organisation

Write answers to the application questions in STAR format

Prepare for interview questions highlighted on the person specification

Answer interview questions based on STAR format

You can use examples from your work and volunteering experience or your personal life

## Contact us

Please get in touch if you have any questions regarding our recruitment process, including for accessibility requests.

✉ [jobs.su@manchester.ac.uk](mailto:jobs.su@manchester.ac.uk)

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