Selection process

While there are a wide range of job roles available at the University, we aim to follow one standard application process to ensure that all applicants are treated equally.

Job vacancies are usually advertised for a period of 3 weeks, although this may be for a shorter or longer duration dependant upon the nature of the post. Once you have applied for a vacancy through the e-recruitment system, HR will acknowledge receipt of your application. If you have any queries relating to any post you see advertised please email **jobs@contacts.bham.ac.uk (mailto:jobs@contacts.bham.ac.uk)** in the first instance.

After the closing date your application, along with any others received, will be assessed against the personal specification. You can normally expect to find out whether you have been shortlisted for interview 2 to 6 weeks after the closing date (although for some posts this may be longer). If you have not been shortlisted for interview you will be notified by HR.

If you are shortlisted you will receive an email (if you apply through the e-recruitment system) or a letter if you are a paper-based applicant, to inform you of the next steps. The next steps are:

- the day(s)/time(s) of the interview/assessment
- information on any work-based test. These test(s) are designed to assess your level of skill and/or knowledge relevant to the role. Such tests could include a task such as checking forms and entering data, setting up a practical task eg, an experiment, carrying out an in-tray exercise or giving a presentation or a written test. The equipment available and the length of the test will be set out in the letter/email.
- where you should report to on the day

You will be asked to confirm your attendance for interview. If for any reason you are unable to attend on the day/time stated in your letter, please contact HR Services either by email: **jobs@contacts.bham.ac.uk (mailto:jobs@contacts.bham.ac.uk)** or by telephone on +44 (0)121 415 9000.

Due to the diary constraints of the panel it is not always possible to offer alternative dates, although if it is possible to see you at a different time on the same day we will. We do ask you to state on your application if there any dates that you are unavailable for interview and we try to take this into consideration.

You will also be asked to let us know if you have a health condition or disability which the University will need to take account of in arranging your visit (including parking, access to buildings, or special facilities/equipment for the interview and any work related exercises to be carried out).

Following the selection process HR will make a verbal offer of the post to the successful candidate and once they have indicated they are interested in taking up the appointment, HR will send out a letter with the written offer and information on employee benefits.

If you are unsuccessful, HR will inform you of this via email or letter once the successful candidate has accepted the verbal offer.

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