Invest Northern Ireland

Frequently Asked Questions – Recruitment

How long will my application take?
This will always depend on the volume of applications for a recruitment competition. However, you should hear back from us within 1-4 weeks after submitting your application.

What is the standard process?
Your application will be passed to a Panel who will complete the shortlisting process. If you are successful, you will then be invited to the next stage of the process, usually an Assessment and Interview. These generally will take place on the same day.

After all stages of the recruitment process have been completed, you will be informed if you have been successful or unsuccessful. All candidates will receive an outcome letter.

Can I get feedback on my application?
Yes. We will provide feedback upon request. Please note that this will be provided at the end of the complete recruitment process for the role you have applied.

Do I have to complete the FEC Monitoring Form?
Yes. The FEC Monitoring Form is part of the application and we request that this is completed by all candidates at the time of application submission.

I have additional requirements, what do I do?
You should make contact with the Human Resources Team at (hremployeesupport@investni.com) and we will try to accommodate your request.

Does Invest NI maintain a reserve list?
Yes we do. Our reserve lists last for up to 12 months but we reserve the right to extend a reserve list beyond this to suit business needs.

How long is the probation period?
You will be subject to a 9-month probationary period. At the end of this period, subject to satisfactory performance and attendance, you will be confirmed in post.