

Recruitment Process Guidance

This guidance document is to provide you with an overview of the stages within the recruitment process and helpful information to assist you with your application.

Completing your Application Form

The essential criteria will be used to shortlist your application. You should include sufficient detail to demonstrate how you meet each of the outlined criteria. You should provide evidence of your experience giving length of experience, examples and dates as required. It is not sufficient to simply list your duties and responsibilities. Invest NI will not make assumptions from the title of your post as to the skills and experience gained. It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the selection criteria. If you don't, your application may not be shortlisted.

Only completed applications using the template application form will be accepted. CVs or any other supplementary material in addition to completed application forms will not be accepted unless specifically asked for.

You must complete the application form in Arial size 10 font, or block capitals using black ink. The space available on the application form is the same for all applicants and must not be altered or re-formatted and you must not exceed the space provided.

If you submit your completed application form electronically you must ensure that it is sent via email as an attachment (either as a PDF or Microsoft Word document only). Forms sent via any other online method or converted into any other digital format, or which Invest NI deems unsafe to open, will not be accepted.

All applications for employment are considered strictly on the basis of merit.

Completed applications must be submitted to the Monitoring Officer by the specified closing date. Late applications will not be accepted.

Shortlisting

Responses in your application form should demonstrate how and to what extent you satisfy the essential criteria outlined. Only those applicants who, from the information supplied on the application form, most closely match the selection criteria for the post will be shortlisted.

Application forms which do not provide the necessary detailed information in relation to the knowledge, skills and criterion required will be rejected.

Interview and Assessment

Shortlisted candidates will be invited to the next stage of the selection process which will usually include an interview and assessment. However, Invest NI may include additional stages as deemed relevant for the role.

The selection panel will assess applicants against the interview and assessment criteria as appropriate. You will be notified of the outcome as soon as possible following your interview and this can include:

- Verbal offer of employment
- Inclusion on a reserve list (where you were not the recommended candidate but performed well at interview)
- Inclusion on a waiting list (where no roles are immediately available)
- Unsuccessful

The panel's decision at every stage of the selection process is final.

Appointment

If successful, you will be expected to take up the position as soon as possible. Should you decline an offer of appointment, you may not be offered any future posts to be filled from the competition.

References (external applicants)

Your appointment is subject to receipt of two satisfactory work-related references, one of which should be your current (most recent if unemployed) employer.

Eligibility to Work in the UK

You must be legally able to work and reside in the country of the vacancy with the correct visa/work permit status or demonstrate eligibility to obtain the relevant permit. Any costs related to obtaining or renewing permits and visas are your responsibility.

Before Starting

Prior to commencing employment, you must supply evidence of your eligibility to work in the UK (e.g. a copy of your birth certificate) and enter into an agreement setting out the terms of your appointment.

Vetting Requirements

Your appointment is subject to a background check. Invest NI will organise a Criminal Record Check on successful candidates to be carried out by AccessNI. The category of AccessNI check required for this post is Basic Disclosure Certificate. You should not put off applying for a post because you have a conviction, and any disclosure will be seen in the context of the job role, the nature of the offence and the responsibility for the care of existing clients and employees. We deal with all criminal record information in a confidential manner and in accordance with our Privacy Standard. Information relating to convictions is destroyed after a decision is made.

More information can be found on <http://www.accessni.gov.uk/>. If you are being considered for appointment, you will be asked to complete the AccessNI application form for a Basic Disclosure Certificate. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978. A copy of Invest NI's Policy on the Recruitment of Ex-Offenders is available upon request.

Additional Information

Travel

It is not Invest NI's policy to pay travel expenses to any candidate attending interview unless their journey is from outside Northern Ireland or the Republic of Ireland. For these candidates, expenses will be payable only for flight or ferry crossings to a maximum of £100, on presentation of valid receipts, and only for attendance at final interviews.

No accommodation or relocation expenses are payable in connection with offers of employment.

Conflicts of Interest

You should note the requirement to declare areas of actual, potential or perceived conflict with the interests of Invest NI. You will be required to make such declarations upon offer of employment and annually thereafter for Invest NI's consideration. You will be required to abide by the rules adopted by Invest NI in relation to private interest and possible conflict with public duty; the disclosure of official information; and political activities.

No Smoking Policy

Invest NI operates a no smoking policy in all its offices.

Equality of Opportunity

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees, and we aim to select the best person for the job. To help ensure that we are meeting our Equality of Opportunity obligations, we monitor the **community background and sex of our job applicants and employees** in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

Regardless of whether they actually practice religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities. On the form you will be asked to indicate the community to which you belong to. If you do not answer the question about Community Background, or if you tick the “not a member of either” box, we are required by the Fair Employment & Treatment (NI) Order 1998 to use the residuary method of making a determination which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

We also ask you to provide additional data about yourself which we use to help us assess whether any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society.

Whilst you are not obliged to answer the questions on the Monitoring Form and you will not suffer any penalty if you choose not to do so, we encourage you to answer the questions. **Whether or not you choose to complete it, the Monitoring Form included with your application form is regarded as part of your application and should be returned.** If you answer the questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

The monitoring form will not be available to the selection panel. It will be separated from the application form by the monitoring officer and transferred to a computer-based monitoring system. There it will be protected, access restricted and used strictly in line with our Privacy Notice.

You can read our Equal Opportunity Statement by clicking on the link below:

[Equality of Opportunity.pdf \(investni.com\)](http://investni.com/Equality%20of%20Opportunity.pdf)

Canvassing

Canvassing in any form is not allowed at any stage of the process.

