

# Recruitment Candidate Information Pack



## Introduction

This candidate information pack has been designed to help you understand and prepare for the Scottish Enterprise (SE) recruitment assessment and selection process.

In the pack we'll cover what happens when, and how we'll use a blended assessment approach to build our understanding of you as a candidate.

Throughout the process, we'll be happy to make appropriate adjustments if you need us to. Please ensure you flag any specific needs when you complete your application form.

Remember you can find lots of information about SE and our Values here

Good luck!

Signed

## What approach to SE take to assessing candidates?

We look to build a picture of each candidate from the application onwards and so we use a blended assessment model at each stage of the process.

The SE Blended Assessment Model is based around assessing your skills/experience/traits/strengths (S.E.T.S.) and of course how closely your values align to SE's.

In the application form and then, if appropriate at interview, you'll be asked questions to determine the range and depth of your skills and experience. In simple terms, skills and experience are the WHAT you know and have achieved so far.

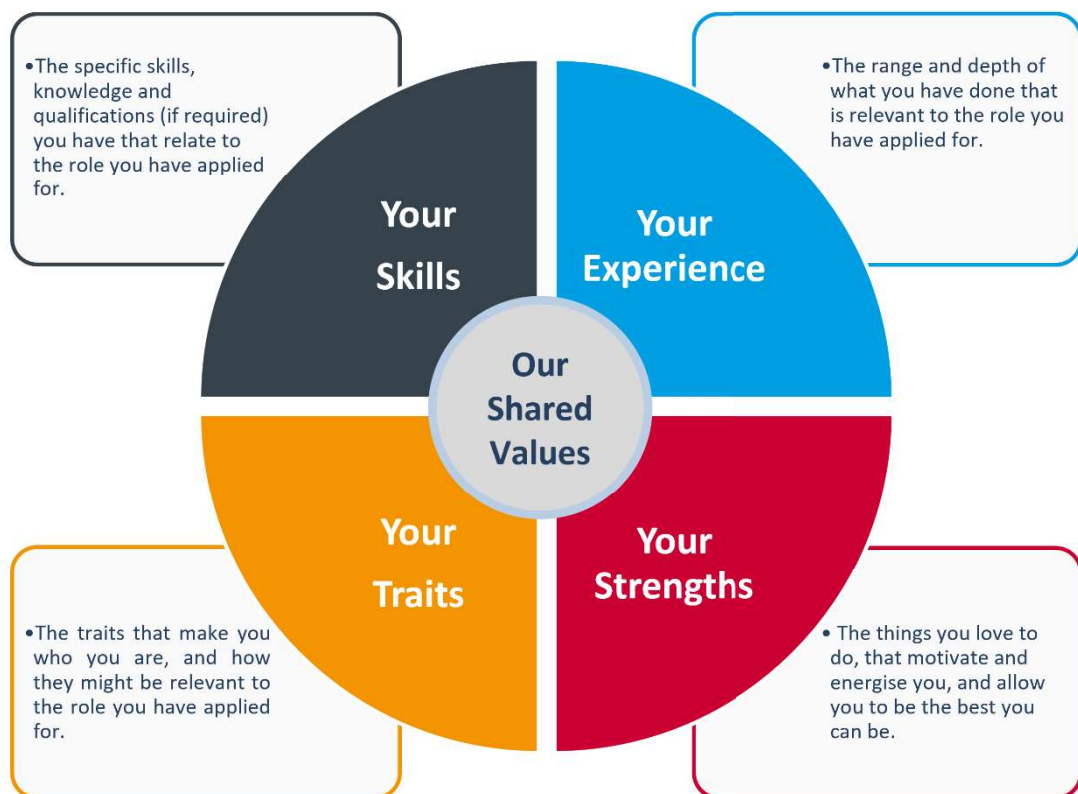
Additional questions about traits and strengths give us the opportunity to explore HOW you have applied your skills and experience. HOW people perform in a role is generally shaped by their traits (sometimes called characteristics or personal qualities) and underpinned by their values. Looking for evidence of what you consider to be your strengths helps us build insight as to WHY you may have behaved as you did. Asking you to provide examples of when you have demonstrated the SE values, will help us assess how aligned your application is to the requirements of the role, and to Scottish Enterprise as an organisation.

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In short, using a blended assessment model allows us to consider all candidates as a whole person and helps us make the right recruitment decision – for us and for you!

The image below shows the quadrants of the S.E.T.S model which is underpinned by Values.

## S.E. Blended Assessment Model (S.E.T.S)



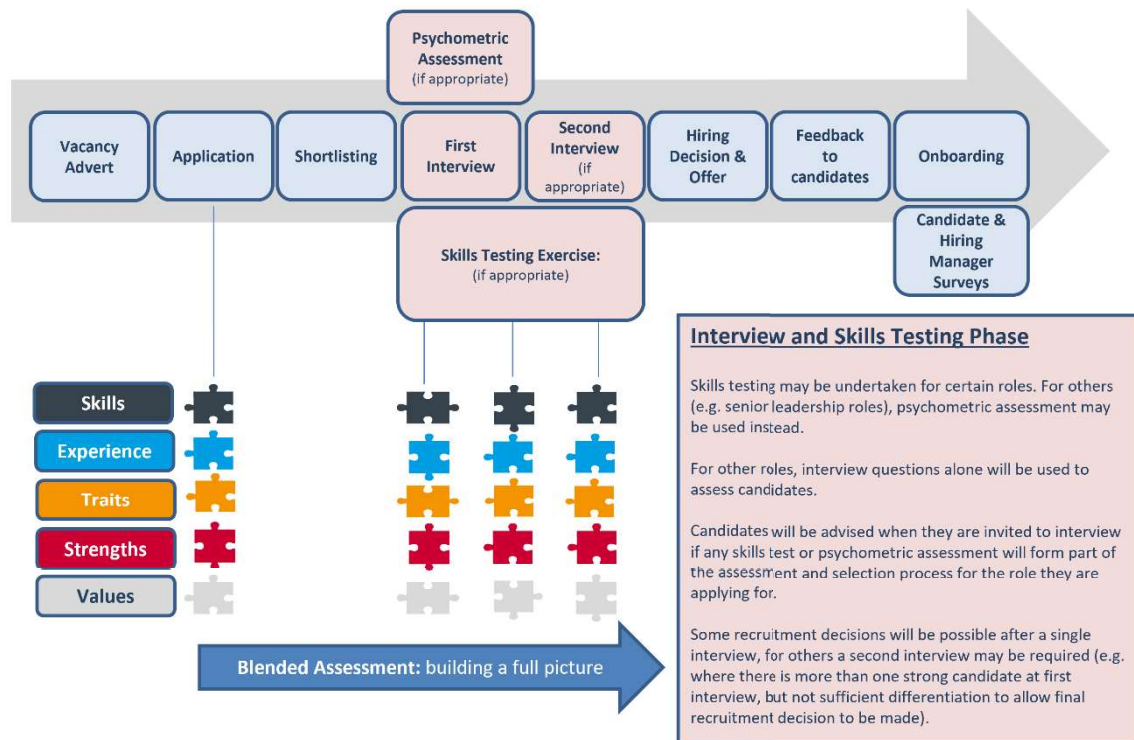
## What are the steps in the Assessment and Selection process?

The image below shows the SE Assessment and Selection Roadmap including where we'll look to build a full picture of your skills, experience, traits, strengths and values along the way.

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## S.E. Blended Assessment Model (S.E.T.S.)

### Assessment and Selection Roadmap



All candidates who are shortlisted for interview for a specific role will be asked the same questions at the first interview (although of course the follow up questions that are asked in order to explore your answers may differ). We take this approach to ensure that all of our recruitment decisions are fair.

After the first interview (and any skills test), the recruiting manager may feel able to make a recruitment decision – in which case they will move to 'offer' stage. However, if there are a few candidates who at this stage all appear to be equally suitable for the role, the recruiting manager might like to hear more from each of you before making a final decision. If this happens, you will be invited to a second interview.

At any second interview, we'll be looking to build on what we already know from your application form and first interview and we'll make sure we don't just ask you to repeat what you have already told us.

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## What type of skills test should I expect in the Assessment Process?

Not all roles will have a skills test as part of the assessment and selection process. We'll make sure that we let you know at the start of the process if you'll be expected to undertake a skills test, or if there is a psychometric assessment as part of the process for your role.

In some cases you might be asked to make a presentation on a topic which you'll be advised of in advance. If this is relevant to your application, we'll let you know what the topic is, how long we'd like you to present for as well as options that you have for sharing your presentation with us. For some roles we might prefer to use one of the following types of skills tests instead of a presentation.

- In-Tray Prioritisation
- Numeric Reasoning
- Data Analysis
- Case Study

## How should I plan for the interview?

You will already have read what the essential and desirable requirements are for the role, as these are included in the advert. We will ask specific questions relating to these essential and desirable requirements at the interview. To help give you a feel for the kind of questions you might be asked, we have included a link to our Question Banks. There is one set of questions covering skills and experience and another which we'll pull from to help us build an understanding of your traits and strengths.

We don't normally share the specific questions in advance of the interview as we don't want candidates to spend ages preparing and memorising responses. Instead we look to explore your initial answers with you through follow up questions to build our understanding of your experience, skills, traits and strengths.

We'll let you know if the interview is to be done virtually or face to face. It's likely that you'll be interviewed by more than one person at the same time we use an interview panel approach to help ensure that our recruitment decisions are fair.

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The first interview will cover the four phases below:

## **Welcome and Introductions/Overview of the role/Questions/Closing**

### **Will I receive feedback?**

It's important to us that anyone who takes time to apply for a role with us takes something positive away from the process – whether you are successful this time or not. With this in mind, feedback will be available on request at each stage of the process to unsuccessful candidates.

### **Where can I find out more?**

If you have any questions about the role that you are thinking of applying for, or about the assessment and selection process including potential adjustments, please contact the HR team on 0300 013 5280 and we will be happy to help.