

**RECRUITMENT ASSISTANT**

**PERSON SPECIFICATION**

**REF: 0728-24**

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| **Criteria** | **Essential/ Desirable** | **\*Application Form/ Supporting**  **Statements/ Interview** |
| To convey an appropriate rationale and interest in applying for this particular post. | Essential | Application Form/Interview |
| Demonstrate a high level of general administrative skills, including IT competency (Microsoft Office) and a good first level of education (including GCSE ‘s, Grade A-C in Maths and English or equivalent). | Essential | Application Form |
| Give examples to demonstrate your knowledge of the challenges facing students, the Higher Education working environment and the recruitment sector within the UK. | Essential | Supporting Statements/ Interview |
| Please state why you wish to pursue a career in recruitment, or within a higher education environment. | Essential | Interview |
| Please demonstrate experience of working in demanding customer facing environment, with examples of working in a proactive customer facing team where you have delivered results; (e.g. retail sales, information desk, front line reception) | Essential | Supporting Statements/ Interview |
| Level 3 Certificate in Recruitment Practice and / or knowledge of graduate recruitment within the UK. | Desirable | Application Form |
| Explain a situation that required you to investigate an issue to discover the root cause. | Essential | Supporting statement/Interview |
| Experience (with examples) supporting a financial process including issuing invoices; and budget reconciliation. | Desirable | Interview |
| Provide examples of your experience in the use of electronic systems/programmes to support service delivery, operational efficiency, and quality of service. | Essential | Supporting Statements/ Interview |

* Application Form – assessed against the application form, curriculum vitae, and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
* Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* Interview – assessed during the interview process by either competency-based interview questions, tests, presentation etc.