



WHAT TO EXPECT

APPLYING

You'll find instructions for completing an application within the role details, and we've also included some tips on the next page.

GETTING HERE

If you're coming to meet us in person, our main space is at our Streatham Campus, and we're in Devonshire House (Stocker Road, EX4 4PZ). We recommend you arrive around 15 minutes before your interview time. More information will be provided with your interview confirmation, including where to go when you get here.

We have a smart casual dress code – so there is no need to wear a suit!

THE INTERVIEW

The interview is a useful way for us to get to know you, and gives you the chance to meet the recruiting manager and some of the people you will be working with, as well as ask any questions you might have.

There are some useful tips to help you prepare for your interview [here](#).

If you require any adjustments to be made to make either our application or interview process accessible for you, please contact personnel@exeterguild.com

WHAT ELSE?

You may also be asked to prepare something in advance, such as a presentation, complete a scenario-based task or facilitate conversations with key groups of people on the selection day. We will provide more information about this when we invite you for interview and we'll always make sure we give you time to prepare. If there's anything you're unsure about before your interview, please get in touch.

TIMESCALES

We know you'll be keen to hear the outcome of your interview, and we'll aim to update you as soon as we can after the last interview has taken place. If there will be any major delays in letting you know, we'll keep you updated.

If you are not successful after attending an interview, you'll be informed as soon as possible, and the recruiting manager will arrange a call with you to give you feedback to help you understand what went well, and what you may consider doing differently next time.

We'd also really like to hear your feedback about our application and selection processes, so you'll be given the option to share this with us after your interview.

APPLICATION TIPS

HOW TO APPLY

Please see the separate download containing the role profile and application instructions for the particular role you'd like to apply for.

As part of your application, you'll be asked to complete an online application form which includes some personal details and 3-4 questions designed to assess your suitability for the role.

The questions will be based on the person specification for the role. You'll find the Person Specification in the 'About You' section of the Role Profile. The questions will vary depending on the level and activities of the role, however you can expect them to be a mix of:

- Questions to find out about your values and motivation to work at the Guild;
- Questions to assess your experience or knowledge of a particular area that's important for the role;
- Questions to assess your skills and capability in the area(s) that are particularly important to the role;
- For some roles (for example, those involving creative design) you may also be asked to upload an example of your previous work. This should be an example that demonstrates the relevant criteria in the 'About You' section of the role profile.

Our recruitment portal (People HR) will give you the option to write your answers to the questions, or, you may prefer to upload a short video recording of your answers.

Whichever option you choose, we'll assess your application based on how effectively you demonstrate the criteria and your choice of application method will not be a deciding factor, so choose the option that you feel most comfortable with and that will enable you to be at your best.

TIPS

- Take the time to read the Role Profile to get a good sense of the work you'll be doing.
- Make sure you also spend time understanding our values and behaviours, which are really important to us.
- When answering the questions, consider how you can demonstrate the qualities that we are looking for using specific examples. Remember, this might not be your most recent or most senior role, but the one where you used your skills to their best. Your experience may come from volunteering, study, and education as well as from your professional career.
- When you provide examples, remember to talk about impact and outcomes. For example, if we're asking about your ability to communicate with impact, you may wish to give us an example of when you think you've communicated well, including what changed as a result of your communication (the impact).

YOUR CV

For most roles, you will also be asked to submit your CV, and complete some diversity monitoring information. [You'll find some useful tips on creating your CV here.](#)

INTERVIEW TIPS

HOW TO PREPARE

We use structured interviews based on a mix of the skills and behaviours that we think are important to carry out the role. All candidates will be assessed against the same criteria. The 'About You' section of the Role Profile lists the specific skills that we will be assessing during the interview.

- Think about the competency areas that we'll be assessing you against (you can find these in the 'About You' section of the Role Profile).
- Take the time to look at our values and behaviours. They are really important to us and a key part of the interview will be assessing what our values mean to you, and how you might demonstrate them in the role.
- Consider the work that you've done to date that shows good examples of the personal qualities that we are looking for. Remember, this might not be your most recent or most senior role, but the one where you used your skills to their best. This experience may come from personal experience, volunteering, study, and education as well as from your professional career.
- Our website and social media are valuable sources of information – if you have time before the interview, take a look to get a better understanding of what we do and how your role might contribute to this.
- For some roles, it may be useful to do some research on best practice in the sector.
- You might find it helpful to ask someone to help you practice for your interview.

COMPETENCY-BASED INTERVIEW QUESTIONS

It can be difficult to answer interview questions if you have not prepared some examples in advance. You may therefore wish to prepare some answers based on the 'About You' section of the Role Profile using the STAR technique.

This technique can also help you to be clear and concise with your answers so that you provide enough detail without using up too much of your interview time.

STAR stands for Situation, Task, Action, Result.

Situation

Think about an appropriate situation that links to the question being asked. It might be helpful to consider 'What, Who, Where and When?'

Task

What was the task at hand (what did you need to do?)

Action

What did you do in the situation? Try to focus on specific examples.

Result

Describe how your behaviour and actions impacted the situation. What value did you add? What was the impact? What did you learn?

If you can't think of an example, it's best to be honest, as made up examples can lead to unclear answers. Instead, try answering the question based on what you would do, if you were presented with a situation where the skill or behaviour was required.

IMPOSTOR SYNDROME

Impostor Syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect women and people from minority backgrounds. If you recognise feelings of imposter syndrome during your job search, [you'll find some useful tips to help overcome it here.](#)