

## Candidate Application Guide

### Welcome

Thank you for taking the time to apply for a job with us. We want your experience with our hiring process to be a good one.

This guide explains how our application process works and gives tips to help you do well.

### Using BeApplied

We use a system called **BeApplied** to manage applications. It helps us avoid bias (unfair treatment) when choosing who to interview. Bias can happen because of things like gender, race, education, or gaps in your CV.

BeApplied helps us be fair by:

- Hiding names and personal details when we review answers.
- Scoring each answer separately using clear rules.
- Having at least two people review each answer and CV.
- Not letting hiring managers see names or details until scoring is done.
- Using structured interviews where each question is scored on its own.

This helps us focus only on what matters for the job.

### Creating Your Application

We only look at CVs if your answers to the first questions meet a certain score. Each answer is scored on its own, without looking at your CV or other answers.

**Important:** Don't just say "see my CV" or give short answers. We can only score what you write in the answer box. Write full answers and relate to specific examples from your experience to give yourself the best chance.

### Talking About Your Experience

Most questions will ask you to:

- Describe a time you used a skill or had a certain experience.
- Summarise your experience in a certain area.

Good answers usually:

- Link your example clearly to the question or job description.
- Give enough detail to show you understand the skill or experience.
- Mention specific jobs you've had.
- Use the full 250-word limit.
- Answer all parts of the question.

For example, if a question asks what you did and what you learned, make sure you answer both parts.

You can use the **STAR method** to structure your answers:

- **Situation** – What was happening?
- **Task** – What were you asked to do?

- **Action** – What did *you* do?
- **Result** – What happened? What did you learn?

Focus most on the **Action** and **Result** parts.

Sometimes we'll ask if there's anything else you want to tell us. These questions are scored too. Use them to mention skills or experience that match the job but haven't been covered yet. Try not to repeat things you've already said.

## Using AI

When you apply, you'll be asked to confirm that you wrote your answers yourself and didn't use AI. Please take this seriously. AI-written answers are easy to spot. They are often too general and don't answer the question directly, so they get low scores.

## Communication

Because we hire people from around the world, we mostly use email to contact you.

You'll get an email when you submit your application. Add the sender to your safe list so you don't miss updates.

After we review your application, we'll either:

- Invite you to book an interview, or
- Let you know you weren't successful.

If you're invited to interview, please book a time as soon as you can to give yourself the widest choice of appointments. If none of the times work for you, let us know and we'll try to help.

## Interviews

All interviews are done on **Microsoft Teams**.

When you join the meeting, you'll wait in a lobby until the interviewers arrive. We usually won't let you in early as we need to wait until all interviewers are on the call.

**Note:** Interviews are scheduled in **UK time**. If you accept the calendar invite, it should show the right time in your time zone, but please do check!

If something goes wrong (e.g. you can't join the meeting), email **HR@icvcm.org** and we'll help.

Tips for a good interview:

- Use a laptop or tablet if you can – it's easier to see and share things.
- Make sure your internet connection is strong and you won't be disturbed.
- It's okay to ask for a question to be repeated or to write it down.
- If you're asked to give a presentation, keep to the time limit.
- We ask all candidates the same questions. Most are about your experience – use the STAR method to answer clearly.
- You'll have time to ask us questions too. Use this chance to see if the job is right for you.

## Need Help?

If you have any questions, email **hr@icvcm.org**.