

# uea(su) recruitment guidance

2024



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# deciding if the role or the SU is right for you?

WHY?

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## Understand your why...

- Evaluate your skills, strengths, and weaknesses and if they align with the job description
- Consider your interests, passions, and values and how you can contribute to the team
- Reflect on your career goals and how the job aligns with them

## Understand our why...

- Thoroughly read our recruitment pack
- Look into our culture, values, and mission - available on our website
- Speak to the hiring manager for a confidential and informal chat, information for this can be found on the job advert and listing



Prioritise the factors that are most important to you and align with your career goals. Trust your instincts, seek advice from mentors, and make a decision that aligns with your values and aspirations.

# application tips



- Read the application instructions before starting your application
- Use an email address you would be happy to shout out loud in an office
- Tailor the application to the job - use the job description, available in the recruitment pack to help guide you through what we are on the look out for
- Go through the job description and job advert, highlight key words that stick out, create a checklist and mimic these words in your application (check lists will be your best friend)
- Show enthusiasm
- Proof read before submitting your application

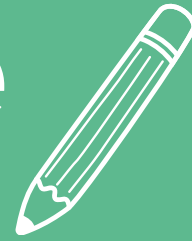
**Most importantly, be YOURSELF and let that shine through!**

**need the application form in another format?**

**contact [union.hr@uea.ac.uk](mailto:union.hr@uea.ac.uk)**



# interview stage



## Before the day of the interview:

- Research about the role and uea(su) - note we are a separate legal entity to the University of East Anglia
- Plan your route to the interview location or if remote, test your IT equipment works correctly
- We will send you the interview questions in advance - read through these and analyse the key parts of the questions. You can bring notes to the interview!
- Our office attire is smart/casual
- Let us know if you have any accessibility requirements



## Day of the interview:

- If coming by car, please bring cash for the car park
- Arrive at least 10 minutes early, in case of traffic or difficulty finding the building
- The office space is accessible via both stairs and lift
- Disabled toilets and gender neutral toilets are available within Union House

## During the interview:

- Tailor your answers to the job description to help guide you through what we are on the look out for
- Don't be scared to ask the interview panel to repeat the questions if needed
- Use examples when answering the questions, think STAR technique
- Try and ask at least two questions at the end of the interview

# additional information

## Student Applications:

UEA Students can access additional support from Career Central for guidance on the following:

## Accessibility:

We are able to accommodate accessibility requests that ensure you are able to have the best interview experience with us.

Previous requests include:

- Remote interviews
- Extra time
- Extra breaks

If you have a specific accessibility request, please email [union.hr@uea.ac.uk](mailto:union.hr@uea.ac.uk)

## Data:

We take the security of your data very seriously. Please read further information on our website:

[www.ueasu.org/union/privacypolicies/](http://www.ueasu.org/union/privacypolicies/)

# after your interview



## Rejections:

We aim to notify everyone of the outcome of their interview within 5 working days of the final interview date (this may not be 5 working days of your interview).

## Feedback:

Feedback will only be provided for interviews and can be requested by emailing the HR Team via [union.hr@uea.ac.uk](mailto:union.hr@uea.ac.uk) with your request.

## Provide us with feedback:

We always aim to improve our recruitment processes and therefore ask if you could spare 10 minutes to complete our two quick feedback forms;

## Application survey form:

## Interview survey form:



# job offer



## Verbal Offer of Employment:

The recruiting manager will attempt to call you twice and if unsuccessful will email you to arrange a time to call back. The recruiting manager will verbally offer you the position, this is your chance to ask questions and discuss a start date.

If you accept the verbal offer, the recruiting manager will confirm this to the HR Team who will send you a formal offer letter via email.



## Offer letter:

The offer letter will include the key details of your contract of employment, such as salary, working hours, working location, provisional start date and details of the onboarding process.

The offer letter will state the period of time you have to accept the formal offer. Once this has been obtained, you will be invited to sign up to our StaffSavvy system and your onboarding will begin.

## Right to Work check:

During your onboarding, you will be asked to come into Union House (where our office is based) to meet a member of the HR team and complete a Right to Work check. You will need to bring a valid copy of your Right to Work in the UK.; this can either be a physical copy of your British passport, share code or birth certificate and proof of national insurance.

Please note that at this appointment we will only accept physical documents and not photocopied or digital versions.

# job offer continued...

## Contract of Employment :

After completing your onboarding, you will receive an employment contract through our StaffSavvy system. Please thoroughly review the contract, as you will be prompted to digitally sign the agreement. If you're unable to download a copy at the moment, don't worry; the document will be automatically saved in your StaffSavvy account, allowing you to download and view it later.

## Probation:

Upon the commencement of your employment with us, career staff members will undergo a 6-month probationary period, while students and casual staff members will have a probationary period equivalent to 60 hours.

## Start work:

Once all the formal paper work is complete, your line manager will create an induction document with you, this will include meeting all the fabulous teams at the uea(su).

Time to  
celebrate!



# For more information

For more information about the uea(su), please see our website or contact a member of the HR team on [union.hr@uea.ac.uk](mailto:union.hr@uea.ac.uk)

Thank you for taking the time to read through our recruitment guidance.

If you are interested in exploring the current job opportunities we have, please visit our website:  
[www.ueasu.work/workingforus](http://www.ueasu.work/workingforus)

[ueasu.org](http://ueasu.org)

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[www.ueasu.org](http://www.ueasu.org)



Union House, UEA, NR4 7TJ



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[union.hr@uea.ac.uk](mailto:union.hr@uea.ac.uk)



[/UEA Students Union](https://www.linkedin.com/company/UEA%20Students%20Union)



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