

Advice for Applicants and Our Recruitment and Selection Processes

At LSBU we are committed to providing a fair and transparent recruitment and selection process. Our aim is to appoint the person who is best suited to the post. Understanding our application and selection process, and what the post will require of you, will help you make the best possible application.

Advice for Making the Most of Your Application:

There are two types of application method here at LSBU, which are highlighted below. You will be made aware which type of application is required via the Job Advert for the post/s you choose to apply to.

Attached to each job advert is the corresponding Candidate Pack for the post.

LSBU has developed a range of Career Pathways for Professional Services Group (PSG) roles. They include 8 different "job families" of roles which share common characteristics and require broadly similar skills and competencies. Job families are a way of describing work across the organisation that can support career planning and development, and the pathways identify skills and competencies for different grades within each job family. The Career Pathways document can be found [here](#).

The PSG Career Pathways should be read alongside the [LSBU Behaviour Framework](#) as this describes the behaviours expected at each grade, and successful candidates should be able to demonstrate how they meet the core behaviours detailed.

Whilst all elements of the Framework are important for every role, the chart included in each Candidate Pack indicates which areas will be focused on most during the recruitment process for that role. Candidates should therefore ensure that they provide evidence of these behaviours in their application or supporting statement and be prepared to respond to behaviour focussed interview questions.

Job Families:

- Learning and Research Support
- Academic Enablement
- Student Services and Support
- Campus Services and Operations
- Partnerships and External Engagement
- Projects, Programmes and Change Management
- Organisational Services
- Governance and Risk

You will also find the selection criteria within the Candidate Pack, as well as the full Job Description for the post.

Application Methods:

Method 1. Applying via CV and Cover Letter

When applying to a post where CV and cover letter are selected as the application method, please state the post title and reference number (for example REQXXXX) clearly on both documents.

In your cover letter be sure to use the Behavioural Framework, Skyline Career Pathways information, and the skills and experience required in the person specification to frame your responses, ensuring it is no more than 2 pages, (all found within the Candidate Pack for the post).

Method 2. Applying via Application Form

Where we ask that you complete the online Application Form process, this is so that everyone gives us information in the same format. You may be asked to complete the Application Form on occasions where the post requires your application to be assessed in a consistent and detailed way, predominantly based on the selection criteria for the post.

In your application, be sure to use the Behavioural Framework, Skyline Career Pathways, and the skills and experience required in the person specification to frame your responses, (all found within the Candidate Pack for the post).

Completing the Online Application Process:

In both methods of applying listed above, the information you provide in your Application Form or CV and cover letter is the only information we will use in deciding whether you will be shortlisted for an interview.

Whichever application method is used, it is important that you provide specific examples. Don't assume that your qualifications or career history speak for themselves. It can be helpful to use the STAR-L method:

- S – describe the situation
- T – what was your task or role within that situation
- A – what action did you take and with whom did you collaborate
- R – what was the outcome
- L – learning: what were the key learns based on the outcomes

To apply for a vacancy at LSBU you will need to first register to use the e-Recruitment system and submit an online application/CV and cover letter. Applications made via any means other than the e-Recruitment system will not be considered.

Once you have made an online application, we will store your information and when you log back in it will be available for you to use in making future applications to the university.

This includes:

- Personal details
- Employment history
- Education and training
- Evidence for selection criteria
- References
- Equality, Diversity, and Inclusion Information
- Declaration and Data Protection Act

Please make sure that you complete all the mandatory fields. Mandatory fields are marked with a red asterisk. Help will be available on screen to guide you through the online application form.

Here are some useful tips that might help with completing the online application stage of the recruitment process:

- You can complete each section of the Application Form in stages.
- You will be able to save and edit the Application Form at any point before submission.
- To save time with your Application Form it may be helpful to have key information to hand before you start.
- You can cut and paste content from other documents into the sections of the form or type information straight in; it is advised to first copy into a blank word doc and reformat your text, the Application Database does not support special characters.
- If you are typing directly into the form, please make sure you save your work at regular intervals to avoid "time-outs".
- By clicking **Next** at the bottom of each section your work will be saved.
- Use the **Next** and **Previous** buttons to scroll through the sections of the form.
- To review your progress, click the **Summary** button.
- You can preview your application and save a copy before you submit it to check for any errors or omissions.
- Once you have completed all the sections of your application, please remember to press the **Submit** button.
- Once you've submitted your application you will not be able to change it.
- After you have submitted your application, a screen confirming it has been successfully submitted appears, together with your reference number.

- The recruiting manager will only see the final submitted application/CV and cover letter.
- To keep a copy of your application form you can request an PDF via email from this final screen.

Application Closing Dates

All job opportunities advertised with LSBU have a fixed closing date for applications to be submitted. However, the closing dates for some adverts may be extended, or brought forward. LSBU reserve the right to change the closing date throughout the recruitment campaign for all posts, should we receive sufficient application numbers.

You will be able to submit your application up until midnight on the published closing date, however, it is advised that you complete your application as soon as possible and remember to download a copy of the Candidate Pack because you may need to refer to it later. Once the date has passed the post will no longer appear on the jobs page and you will not be able to submit an online application or see the job details.

Application Shortlisting

After the application closing date passes, the Shortlisting phase of our recruitment process takes place. This is where all applications will be reviewed and assessed against the essential criteria for the post. This process is carried out anonymously by two managers who do not see personal information such as your name, equality data or address.

If your application has been unsuccessful at this stage, you will be made aware of the outcome as soon as possible via email.

If your application has been successful at this stage, we will contact you to arrange an interview.

Interviews

All job opportunities will display dates when interviews are likely to take place. If you are invited for an interview, we will contact you by email. You will be able to see information relating to the structure and format of the interview, and you will be prompted to book your own interview slot online.

You will receive confirmation emails throughout the interview arrangement process. After attending your interview, you will be made of the outcome as soon as possible.

Disability Confident and Interview Guarantee Scheme

LSBU are committed to ensuring our recruitment and selection processes are accessible to all.

The diversity of LSBU's staff and students is a source of our strength and the richness of ideas and perspectives that this diversity brings makes LSBU a unique place to work. Please let us know as soon as possible if you have any specific requirements or reasonable adjustments that we can assist with during the recruitment and selection processes.

LSBU operate the interview guarantee scheme for applicants who declare a disability and who meet the essential criteria for the role they have applied to.

Please note this information will not form part of the selection process and will only be available to those involved in arranging the interview.

Access arrangements might include (among others):

- Assistance with completing your application.
- Requesting information in an alternative format.
- Arranging a sign language interpreter or other communication support for the interview.
- Ensuring interview rooms are accessible (e.g., space, lighting, seating, sound proofing).
- Providing computer equipment with assistive software, should you be required to undertake a computer-based assessment.

You can tell us in confidence about your access requirements in the Equality, Diversity, and Inclusion information section or your application, or contact the HR Service Desk: hrsd@lsbu.ac.uk

'Recite Me' Web Accessibility Toolbar

Recite Me is an innovative web accessibility toolbar that helps make our website accessible and inclusive for as many people as possible. It provides support for people who have a disability, including those with common conditions such as sight loss and dyslexia, to access our website in the way that suits them best. Recite Me is compatible across desktop, laptop, and mobile devices.

How Do I Access the 'Recite Me' Toolbar?

You can open the accessibility toolbar by clicking on the "Accessibility Tools" link located at the bottom of every page in our website.

QUICK LINKS

Contact us

Jobs

Sustainability

Freedom of information

Policies and procedures

Accessibility Tools

After you click on the link, the Recite Me toolbar opens and displays a range of different options for customising how the website looks and how you can access the content.



For more information or assistance with completing the application process please contact the HR Service Desk: hrrsd@lsbu.ac.uk

Advice for International Applicants

At LSBU our many international staff and students are a valued part of our vibrant and diverse community and play a vital role in the future of the University. We welcome international applicants who have the right to work in the UK or who are eligible for sponsorship under the Skilled Worker Route (SWR), or the Tier 5 Government Authorised Exchange Route. The University may also be able to provide a supporting letter to those meeting the requirements of the Global Talent Visa.

Please be advised that currently LSBU will only support the Certificate of Sponsorship for any eligible sponsored visas and will not support the payment of the sponsored visa for the offered candidate and/or dependants.

We strongly recommend that you consult the Apply for a UK visa section of the [Home Office](#) webpages to determine your eligibility for a UK visa.

DBS Checks

Where it is relevant to the role, an Enhanced Disclosure and Barring Service check will be carried out prior to any successful applicants joining the organisation.

Data Protection

The information you provide in your application may be retained in both a hard copy and electronic format. We may share the data gathered within your application with LSBU hiring managers, where your experience and skills are deemed to match other advertised roles. In-line with GDPR law, we keep this information under strict confidential conditions for a maximum time of 6 months. We keep the information for the purpose of recruitment administration, carrying out anonymised statistical analysis and equality monitoring, and reporting on the recruitment process.

If you are appointed to a post at LSBU the data you have provided will be used for HR, payroll, and pension administration.

If you are not appointed to a post at LSBU, all hard copy documents and electronic format data may be kept for a maximum of 6 months, before being confidentially disposed of or removed from online data files.

For more information on our Data Protection policies, please visit:

[Data Protection | London South Bank University \(lsbu.ac.uk\)](https://lsbu.ac.uk/data-protection)