



# GUIDELINES FOR SHORT-LISTED CANDIDATES

HUMAN RESOURCES 2017

These guidelines are intended for short-listed candidates, to assist you in attending for an interview/selection event. Please read them carefully beforehand.

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# INTERVIEWS

## ORGANISATION AND CONDUCT OF INTERVIEW

We will usually contact you by email or by telephone to let you know that you have been selected for interview. Interviews will normally be held at the University and details of where you should go and to whom you should report upon arrival will be sent to you in a letter confirming the interview arrangements.



You are welcome to look round the University campus on an informal basis either before or after the interview, to enable you to gain a better understanding of the working environment.

At the end of the interview, the Selection Panel Chair will let you know how the outcome of the interview will be notified to you and when this will happen. If successful, you will normally receive a verbal offer which will be followed by a formal written offer letter, setting out the terms and conditions of appointment.

## REFERENCES

On your application form, you have provided us with the details of a number of people whom we can contact to provide a reference to support your application. Our normal practice is to seek references for short-listed candidates before interviews take place. You should ensure that you let us know in advance if there is any reason why you would wish us not to contact any of your referees without speaking to you beforehand.

## PANEL INTERVIEWS

Panel interviews are the most common type of interview at the university, and panel members will be mixed in terms of gender and ethnicity, wherever possible. For academic and senior administrative roles, the panel is likely to comprise up to six people, mostly drawn from the school or department in which the post is based, and to be chaired by a senior member of staff from another school or department. There may also be a panel member who is external to the faculty or department. For other administrative, research and operational roles, the Panel will always comprise at least two people. Interviews typically last approximately 45 minutes, and you will be provided with an opportunity to ask

questions about the post and the University. All information recorded during the interview, including any written notes, will be confidential.

### SKYPE INTERVIEWS

These are increasingly used for candidates who are based overseas and not able to travel. Where a Skype interview takes place, candidates are asked the same questions as they would at an on-site interview.

### PRESENTATIONS

You will be provided with full details of the selection event in the interview



confirmation letter which will confirm whether you need to give a brief presentation on a relevant topic and/or undertake a test(s) and/or to participate in some group activity, and this may involve a wider group of people than just the members of the formal selection panel. A

PC (rather than a MAC) and data projector will be provided for presentations. Please make sure you bring a PowerPoint presentation on a data stick.

### PSYCHOMETRIC TESTS

You may be asked to take a test or a series of tests. If required, this will be clearly stated in the interview confirmation letter. Example tests are available online via SHL Direct and can be accessed using the following web link: <http://www.shldirect.com>.

### ENTITLEMENT TO WORK IN THE UK

You will need to bring approved documents to verify your entitlement to work in the UK. These will be copied and retained and a right to work check undertaken in line with University guidance. In certain circumstances, it may be possible for the University to apply for a Certificate of Sponsorship to enable individuals to work in the UK; this will be clearly stated in the further particulars for the post.

# TRAVEL

## TRAVEL TO UEA

The University is located in the city of Norwich in East Anglia. Norwich is easily accessible by road, rail, bus and coach, and is particularly well served by Norwich International Airport which offers direct flights to and from Aberdeen, Amsterdam, Edinburgh, Manchester and Paris, and international connections to 200 cities worldwide.

All visitors are encouraged to access the free park and ride service at Costessey where Konect Bus Service 511 serves the main University campus. Travel time between Costessey and the main campus is just 10 - 15 minutes. [Visit the Costessey Park and Ride service 511 page for timetable information.](#)



### BY CAR

From London take the M11/A11 north; just outside Norwich take the A47 (Southern Bypass) in the direction of Swaffham. The University is signposted at the next exit (B1108).

If you are driving from the North or the Midlands, you can use the A47 via King's Lynn, or the A14 as far as Newmarket and then take the A11 to Norwich. UEA is situated on the outskirts of

Norwich, around two and a half miles west of the city centre, just off the Earlham Road (B1108) which is one of the main roads out of the city.

### BY AIR

The campus is within easy reach from Norwich International Airport by taxi, taking only 10-15 minutes. For flights arriving at London airports (Gatwick, Heathrow and Stansted), we recommend coming to Norwich by National Express coaches or by train (see below).

## BY BUS AND COACH

National Express coaches run from all major airports and cities in Great Britain to the Surrey Street Bus Station in the city centre and even to campus.



Norwich city buses run regularly from Castle Meadow and St Stephens Street close to the Bus Station in Norwich city centre to the university campus.

Bus and coach enquiries (Traveline):  
(+44) (0) 871 200 2233.

National Express enquiries:  
(+44) (0) 871 781 8181.

## BY TRAIN

Norwich is less than two hours from London by train and there are InterCity rail links with the Midlands, the North of England and Scotland via Peterborough. Trains run from London Liverpool Street station approximately every half hour. The easiest way to reach UEA from the station is by taxi, which takes approximately 15 minutes. There are also regular Norwich city buses direct to the University from the station forecourt (numbers 25 and 26).

Rail enquiries: (+44) (0) 8457 484950.

## TRAVEL EXPENSES

In some cases, the University will pay your travelling expenses. Where this is the case you will receive an Interview Expenses document which will set out the terms; please complete the claim form and submit it to the Human Resources Division, with receipts.

## MAIN CAR PARK

You should use the Earlham Road entrance to the campus and go to the Security Lodge where staff will be able to advise whether or not there are spaces available for visitors on the Main Car Park. Alternatively, you will be directed to another suitable parking area. On entering the Main Car Park you will be issued with a car park token which will be required at the pay machines before you depart and again

at the barrier as you exit the car park (lost tokens will incur a charge payable before exiting).

Please note that if you are travelling by car you should allow sufficient time to park as spaces are extremely limited on campus.

### CAR PARKING ARRANGEMENTS FOR SPORTSPARK INTERVIEWS

You should use the Earlham Road entrance to the campus, then after 250 metres turn left into the **Sportspark Car Park**. Please take a ticket on entry and ask the Sportspark Reception to validate your ticket for exit for free parking. If the Sportspark Car Park is full, please continue down the main entrance road, taking the offside lane to the Security Lodge where they will be able to advise whether or not there are spaces available for visitors on the Main Car Park (see above).



## CAMPUS MAP

You can use this [interactive map](#) of our campus to find your way around.





## ACCOMMODATION

Where appropriate, full details of accommodation booked for your visit to the University will be set out in the interview confirmation. Please note that we are unable to reimburse for accommodation which is not booked via this office.

### BROADVIEW LODGE ON CAMPUS



Where accommodation has been booked for you in Broadview Lodge, you will be able to check-in from 14:00 hours. Further information on the Lodge can be found at: <http://www.broadviewlodge.co.uk/>.

Car parking is free of charge for Broadview Lodge guests. You should use the Earlham Road entrance to the campus and go to the Security Lodge where they will be able to direct you to Broadview Lodge and the Main Car Park.

At the entrance barrier to the car park please take a yellow car park token and take this with you to check-in so that the Broadview Lodge Receptionist can validate your token (please note you will also be required to supply your car registration details).

On departing, your validated yellow token will firstly need to be put into the pay machines in the car park, and then again into the barrier as you exit the car park. Please note lost tokens will incur a £15 charge payable before exiting.

# OFFERS OF APPOINTMENT

## FORMAL OFFER

If successful, once references have been received, you will normally receive a verbal offer which will be followed up by a formal written offer letter, setting out the terms and conditions of appointment.

The formal offer of employment will be made in writing by the Human Resources Division as soon as possible and will include details of all relevant terms and conditions relating to the post. You will be given a timeframe within which to accept or decline the post, along with the contact details for the Human Resources Assistant who will be able to answer any questions that you may have about the offer of appointment.

## ENTITLEMENT TO WORK IN THE UNITED KINGDOM

Where appropriate, the University will apply for a sponsorship certificate from the Home Office UK Immigration and Visa Service on behalf of the candidate offered employment. The individual will be required to supply original documents and certificates to support this application.



Workers from outside of the EU who do not have current residency status within the UK and will require entry clearance or leave to remain approval from the Borders Agency should familiarise themselves with Tier 2 (General) of the Points Based System operated by the Home Office. Details are available at <http://www.ukvi.homeoffice.gov.uk/>

Please note that due to the nature of some roles and the level of qualifications required, immigration legislation may not allow the University to apply for a sponsorship certificate. The further particulars for the post will state whether this is the case.

## DISCLOSURE AND BARRING SERVICE (DBS) CRIMINAL RECORD CHECK

If you are going to be working in a post that involves working with children or vulnerable adults, or in a post where you work for some of the time on NHS

premises, you may be asked to undertake a DBS criminal records check before an offer of appointment can be confirmed.

You will be required to complete the Disclosure Application Form electronically. Prior to completing the form you must provide original ID documentation to this office and you can make arrangements to do this by telephoning on 01603 593034 as soon as possible.

A list of acceptable ID documents can be found here: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

Once we have received satisfactory ID documentation you will be sent an email providing a link to access the form online. If you are not able to provide your original ID documents in person to this office, your ID documents can instead be checked by the Post Office / Northern Ireland & the Islands Professional Verifier / Overseas Professional Verifier. If you wish to discuss this option for checking your ID, please advise us at the time of returning your Acceptance Slip.

Please note: you are expected to meet the cost of obtaining a satisfactory Disclosure prior to completing the online form. Details of how to make this payment using the online payment facility will be included in the email providing a link to the online form.

You can find further information in the [Guidelines on the Disclosure and Barring Service Disclosure Service Process](#). If this applies to your post, it will be clearly indicated in the interview confirmation letter.

## CONTACT US

**Telephone:** 01603 593034

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

**Address:**

Human Resources  
The Registry  
University of East Anglia  
Norwich Research Park  
Norwich  
NR4 7TJ, UK

<http://bit.ly/2vIZZs6>



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