

Recruitment policy – external candidates FAQs

I want to apply for a role at the GMC what do I need to do?

If you wish to apply for a role you should review the job description and key skills document to see whether or not you have the skills and experience required to undertake the role. If you do and you are still interested you should complete the application form.

You should read and use the guidance notes when you are completing the application form as they will provide you with information about how to complete the form.

While it's important that you do provide all the information we are asking for, when we shortlist we focus on sections 6 – 12 and in particular the sections where you outline your reason for wanting to apply for the role and demonstrate your skills and experience that are relevant to the role as these are the sections we score.

It's important that you provide as much detail as you are able to show us whether you have the skills and experience, giving clear examples of where you may have demonstrated these skills previously.

Once you have completed the application form this will be shortlisted and if you are successful then you will be invited in to the next stage of the process.

I want to apply for a role, what support is there available to me?

If you wish to apply for a role then you should read the guidance notes that are available on the recruitment website. These provide lots of information about the application process and what you should do. If you have any further questions then you can call the HR team on 0161 923 6273.

Who is involved in the shortlisting process?

All application forms will normally be shortlisted by the recruiting manager and another manager within the department or section. HR may also provide support shortlisting if required.

What information do the shortlisters see about me when they are shortlisting?

All application forms are anonymised. This means that all personal information is removed and the application is given a candidate number. The shortlisters will only see sections 6 to 12 when they shortlist and they will focus on the sections which detail your reason for application and where you have demonstrated the relevant skills and experience.

How do you shortlist my application form?

The shortlisting managers review all of the application forms on their own and allocate a score of 0 – 3 for each key skill overall and your reason for application before discussing them with the other shortlister.

The table below details the definitions for each score.

Score	Definition
0	No evidence that the candidate has displayed or understands the competency.
1	Some evidence that the candidate has displayed or understands the competency so they may have provided some reference, given a weak example or demonstrated some principles.
2	Good evidence that the candidate has demonstrated this skill. They will have covered or demonstrated the main points and where examples have been given they will have had a good level of detail and covered the key principles.
3	Extensive evidence that the candidate has demonstrated this skill. They will have covered or demonstrated the main points to a high level. Any examples given will have been very detailed and they will demonstrate a clear understanding of the key principles and wider impact.

We total the scores you have been given for each key skill and the reason for application to decide who to invite to interview.

How are shortlisting cut offs decided?

As a rule we work try to work to a cut off of two thirds of the total score available however we can adjust this up or down slightly to ensure the appropriate number of candidates are brought through to the next stage of the process.

Who QAs any shortlisting and why is a QA needed?

Once we have decided on the cut off, we look at the scores that the shortlisters have given to the candidates.

Where one of the shortlisters scores a candidate's application above the agreed cut off and one scores it below then we may need to QA the application form.

In the first instance the applications will be reviewed by both shortlisters and if there is still one score above and one below then another manager or a member of HR will QA the application. When they QA they review this independently and score the application as per the shortlisting process. If the application has two scores above the cut off then the candidate will be invited through. If one is above and two are below then the candidate will not be brought through to the next stage of the process.

If HR have not been involved in the shortlisting they might spot check the scoring process to ensure consistency and compliance.

Do you carry out any pre-screening of my application form before it is sent to the shortlisters?

HR run a pre-screening report to ensure that candidates have completed all of the mandatory questions. These questions ensure candidates have the eligibility to work in the UK, confirm the details of any work permits and unspent convictions, whether any reasonable adjustments are required to the process and a declaration to confirm the information provided is accurate and you are happy with the way in which your information will be stored.

When do you use a CV instead of the application form?

We rarely use CVs however there may be certain roles, particularly those that are very niche or very technical, where a CV is a more appropriate method of application than the application form. Where this is the case you will need to complete some sections of the application form and then the system will ask you to upload your CV and covering letter.

Why do I need to include so much detail in the application form?

It's really important that you demonstrate your skills and experience that are relevant to the role. Our vacancies attract a high number of applications so it's important that you include as much information as you can for our shortlisters to review.

It's also helpful for you to provide details of your previous roles as this allows the shortlisters to have an overview of your background.

What tools are available to assess the skills and experience of candidates?

There are a number of methods that can be used to assess your suitability for the role. The recruiting manager will liaise with HR to discuss these methods and they will decide which is most appropriate for the role and the skills and experience they are looking to assess.

These methods include, but are not limited to

- group discussions

- work simulations such as in-tray exercises and role plays
- written exercises
- psychometric testing
- presentations
- practical assessments
- competency-based interviews.

Why do you do assessment centres?

Assessment centres allow us to bring through a number of candidates who have demonstrated the skills and experience during the shortlisting stage and further assess their skills and experience that are relevant to the role. It allows us to do a number of different assessments over the space of a few hours and following this we bring through a smaller number of candidates to the interview stage who we know have further demonstrated the relevant skills and experience.

Why do you use psychometric tests in the recruitment process?

We use psychometric tests for a lot of our roles as they allow us to assess core aptitudes and general ability. For most roles we will use verbal, abstract or numerical testing. We also use another test called Watson Glaser.

The verbal reasoning test looks at your ability to understand written material and decide what follows logically from it, the abstract reasoning test looks at your ability to solve nonverbal problems using convergent and divergent thinking, whilst the numerical reasoning looks at your ability to use numerical data to solve every day and business related problems. The Watson Glaser test is a critical thinking test and we use this to assess your ability to digest and understand different situations and information.

We use the results of these tests as one way to assess your suitability for a role. We look at how you score in these tests alongside how you have performed in the other areas of the assessment process.

I have undertaken the psychometric tests previously, do I still need to do them?

If you have undertaken the same tests in the last six months then we can carry your scores through if you wish. You should be mindful however that the cut off scores for the various tests may differ depending on the role and you may want to consider whether or not you want to carry the score through or retake this.

What adjustments can you make to the recruitment process for me?

If you need any adjustments making to the recruitment process then you should contact HR who will discuss the adjustments with you in more detail. They will also speak to the recruiting manager and those involved in the recruitment process so they are aware of the adjustments you need. There are lots of different things we can do such as looking at application forms and recruitment materials in alternative formats, allowing extra time for testing, providing hearing loops for any group exercises, etc.

How will you communicate with me?

The vast majority of communication is done via email using the email address you provided when you registered on our recruitment website. There may be occasions when we contact you by phone but you should make sure you check your email inbox regularly if you are expecting to hear from us. You should ensure that your emails do not go into your junk or spam inbox.

I've applied for a role but I wasn't successful, what happens next?

If you haven't been successful then you can ask for feedback. You should email recruitment@gmc-uk.org. We will provide this in writing within six weeks of your request. If you are still interested in working at the GMC then you can register for alerts on our website and you will be notified when vacancies matching the criteria you set up become available.

I was successful when I applied for the role, what happens if I wish to negotiate the terms and conditions?

If you wish to negotiate the terms and conditions then you should speak to HR who will then liaise with the recruiting manager. We look to offer starting salaries for roles at the bottom of the salary band, with staff working their way through the published salary band during their career with us. We also have a flexible working policy so if you would like to negotiate the working hours or pattern you have been offered we will usually do this in line with this policy.

What happens to my data that is collected as part of the recruitment

process? Any personal or special data provided to or collected by the GMC as part of this policy will be processed in accordance with the General Data Protection Regulation and retained in line the [GMC's Records Retention Policy](#). We treat this data as confidential. It will be used solely for the purpose of this policy and will only be accessed by GMC staff with a legitimate reason for doing so in the course of their duties. Personal data that you provide or we collect as part of this policy will not be shared outside of the GMC unless: it is necessary in order to meet the requirements of this policy; or if there is a legal or regulatory requirement to do so; or if it is clearly in an individual's interest to do so, for example to protect their safety or wellbeing. You can find more information on how we use your personal data in the recruitment process [here](#).

Last updated on 17 May 2018