## Application Process

Ask the employer questions to find out how they would like the process to run.

| **Things to consider** | **✓** | **Notes** |
| --- | --- | --- |
| Would you like to see a CV? |  |  |
| Would you like students to complete an application form? |  |  |
| Do you have an existing application form which could be adapted? |  |  |
| Who should completed applications / CVs be sent to and how?  |  |  |
| How many applications would you like to see? |  |  |
| Would you prefer the provider to short list applicants?  |  |  |
| Will there be any skills or aptitude tests for applicants?  |  |  |
| If you have tests, what form will they take, and where and when will they take place? |  |  |
| Will there be an interview? |  |  |
| If so, who will conduct the interview, where and when? |  |  |
| Will the interview be face-to-face, online or by telephone?  |  |  |
| Who will prepare the standard questions for the interviews?  |  |  |
| Will there be one interviewer or a panel?If a panel, how will you score the applicants and compare results to reach an agreed decision? |  |  |
| How will the successful student be informed of the outcome?  |  |  |
| How will this be communicated and by whom? |  |  |
| How will feedback be made available to those who are not successful? |  |  |