# We are committed to creating a better world



### **Timelines**



After the initial email or screening call from the Recruiter, we expect to update you on the next step within 3 working days.

Interviews and other Assessments After each stage of interview and /or assessments the recruiter will aim to update you on the outcome within five working days.

We're excited to accompany you on your recruitment journey with us. We hope you will find value from the experience. In this guide you will find useful information about our hiring process, how to prepare for your interviews, and an overview of Goal's history. If you require any additional information please reach out to your recruitment contact. They will be happy to assist you.

Wishing you all the best.

#### **GOAL Talent Acquisition Team**

Please follow the links below to learn more about Goal:

Who we are | Careers | Stories



Recruiter **Screening 15 - 30'** 

When we get to know you better and evaluate briefly your experience and fit for us in more detail.



**Functional Assessment/Test** 30 - 60'

Dependent on the role, we assess specific functional skills



**Hiring Manager** (1st Level) **Interview** 60'

Meet the Manager and where we go further in assessing your eligibility for the role.



(2nd Level) Interview 60'

The final stage interview includes a panel of leaders from the prospective team/stakeholders



# **Interviewing Tips and Aids**

## **Interview Tips**

Some questions may be competence/behavioural based, so do try to provide examples, make your responses compelling and succinct. See below for an ideal structure-

**Situation:** Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. You should be both thorough and concise at the same time.

**Task:** What goal were you working towards?

**Action:** Describe the actions you took to address the situation with an appropriate amount of detail, being sure to keep the focus on you. What specific steps did you take and what was your contribution? Be careful that you don't only describe what the team or group did when talking about a project, but also what you actually did.

**Result:** Describe the outcome of your actions and don't be reluctant to take credit for your successes What happened? How did the event end? What did you accomplish? Be as specific as possible, without rambling or including too much information.

**Learning:** What did you learn? What would you do differently on reflection

## **Interview Logistics**



### **Equality Statement, Staff Code of Conduct and Child Protection Policy**

Equality and diversity are at the core of GOAL values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

GOAL has a Staff Code of Conduct and a Child Protection Policy, which have been developed to ensure the maximum protection of children, programme participants, staff and other stakeholders from exploitation. Any candidate offered a job with GOAL will be expected to adhere to these policies any job offer made is also subject to police clearance. GOAL is an equal opportunities employer

<u>Our values</u> underpin everything we do, from working with vulnerable communities to partnering with organisations, individuals, and other stakeholders. They are the framework through which we deliver our strategy, the signposts that guide us on our path, and the pillars on which we learn in the most challenging of times.

