

# Recruitment Process

## Guide to recruitment for Entry Level Schemes

06/05/2014

**What to expect when applying for placements, apprenticeships and graduate programmes.**

### Mission statement

The Environment Agency is committed to delivering the best possible environmental outcomes for all the communities it serves. By offering a wide variety of entry schemes into our business, we will achieve our aim to be an employer known for actively promoting diversity; offering meaningful career development and being inclusive and fair to all. We have identified a suite of Entry Level Schemes which help us deliver this objective. We will continue to work with key partner organisations including internal and external stakeholders across the public and private sectors to develop this suite of initiatives to meet the needs of the organisation and its customers in the future.

### What we are looking for

- Are you enthusiastic and committed to developing your technical, professional and personal skills?
- Do you want to personally contribute to improving our environmental outcomes?
- Are you keen to work with a dedicated, committed and a highly knowledgeable team?
- Do you want daily stretching challenges?
- Are you adaptable and willing to learn?

If you answered 'Yes' and you have excellent communication skills, are able to work individually and as part of a team, with passion to achieve results for your career and the environment, we are keen to hear from you.

### What to expect when you apply

We will usually ask you to complete an online application form. Please make sure you apply through the relevant process stated on the job advert/candidate pack and by the closing date stated.

### Tips for completing your application

- Complete the correct application form. Some of our entry level schemes don't use the Environment Agency on-line form, e.g. for the Foundation Degree programme you have to complete a UCAS and a University of the West of England (UWE) application form.
- Do not send your CV unless specifically requested.
- Read the whole application form before completing it and make sure you complete all sections.
- Don't rush, apply in plenty of time. Applications received after the closing date will not be considered.
- Spend time on the capability questions that ask about your skills, knowledge and what motivates you, as they will form part of the assessment process. Use specific examples that are recent, relevant and demonstrate your skills. Examples can come from school, college, university, social/club activities/interests or general life experience.
- Concentrate on listing achievements that are most relevant to the opportunity you are applying for.
- Check your form carefully, ensure there are no mistakes and that spelling and grammar is accurate. Get somebody to check it i.e. parent, careers advisor, teacher or family member.
- Overall, be honest!

We will email you to let you know whether your application is successful. Unfortunately, we are unable to provide feedback at this stage.

## What to expect at assessment

If your application is successful, you will be invited to attend a regional assessment centre. This is usually a half-day assessment centre, which will be your chance to meet managers, mentors, friendly faces, past/current graduates and trainees. We will carry out competency-based interviews which focus on your academic, work and general life experience. In addition the assessment centre will include a variety of other tests such as; report writing, analysing information, presentation. The capabilities we are testing will be included in your assessment centre invitation.

## Preparing for the assessment centre

- Fully read your invitation, lots of information about your individual assessment centre will be included.
- Research the Environment Agency. Our website and social media pages are a great source of information. Remember this is your career - we have to be the right organisation for you.
- Follow our social media pages for updates.
- Prepare some interview answers in advance, using real life examples.
- List some questions that you want to ask after the interview.
- If you been asked to complete anything ahead of the day, complete it in advance. This will prepare you mentally and provide confidence.
- Plan how you will get there and what you will wear. Consider any transport/traffic disruptions and contingency plans.
- Arrive ahead of time, allowing you to relax.
- If you have any special requirements, let us know in advance.
- During your interview, be positive, confident and assertive.
- During the day, carefully read any written exercise test and listen carefully for verbal instructions.

We will contact you by phone or email to let you know the outcome of the assessment centre. If you are unsuccessful, please let us know if you would like individual feedback, this is helpful information for your future success.

## What to expect at offer stage

We will contact you to discuss your offer. This is a verbal offer and does not represent a formal offer. Your formal offer will be sent by email and will be subject to; written acceptance, passing all of the necessary HR checks (references, security and medical) and achieving the required qualifications (if not already achieved).

## When you will start

The majority of our entry level programmes commence in September. Actual dates will be confirmed in writing, individual start dates might also be discussed.

customer service line  
03708 506 506

incident hotline  
0800 80 70 60

floodline  
0345 988 1188  
0845 988 1188

[www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)