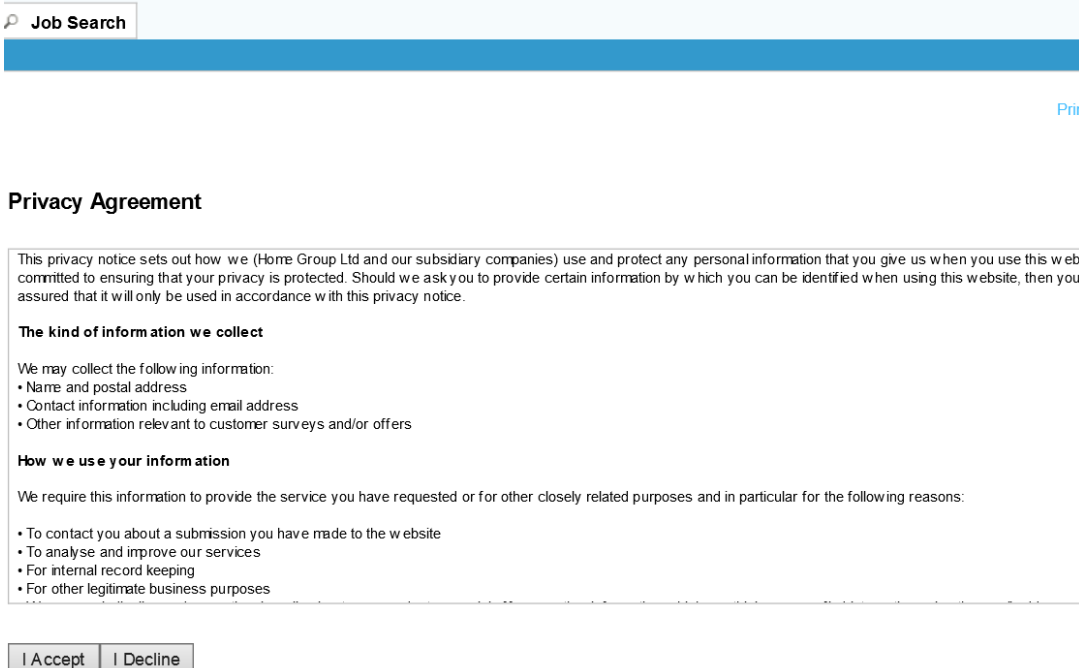


Candidate Support;

Selecting an interview slot

Step	Action
1	<p>You have received the below email to inform you have been shortlisted to attend an interview.</p> <p>Further to your application for the position of Recruitment Advisor, I have pleasure in advising that you have been selected as a shortlist candidate and we would therefore like to invite you to a behaviour based interview.</p> <p>Please click here to access our appointment system and select your interview slot. Please log in as soon as possible to select your preferred interview slot as they are allocated on a first come first served basis.</p> <p>Your interview will focus on Home's Valued Behaviours (Accountable, Commercial, Caring and Energised) and we will be asking a series of questions which are based around these. In order to ensure we can score your interview effectively you will be asked to provide specific examples which demonstrate the skills and behaviours we are looking for so you may wish to reflect on some of your recent experiences before the interview so these are fresh in your mind to help you answer our questions on the day.</p> <p>Kind regards, Recruitment Team Home Group</p>
2	<p>Please click on here in the email to take you to the appointment portal.</p>
3	<p>Please read the privacy agreement and click on accept</p>  <p>Privacy Agreement</p> <p>This privacy notice sets out how we (Home Group Ltd and our subsidiary companies) use and protect any personal information that you give us when you use this website committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy notice.</p> <p>The kind of information we collect</p> <p>We may collect the following information:</p> <ul style="list-style-type: none"> • Name and postal address • Contact information including email address • Other information relevant to customer surveys and/or offers <p>How we use your information</p> <p>We require this information to provide the service you have requested or for other closely related purposes and in particular for the following reasons:</p> <ul style="list-style-type: none"> • To contact you about a submission you have made to the website • To analyse and improve our services • For internal record keeping • For other legitimate business purposes <p>I Accept I Decline</p>
4	<p>You will need to log in to the system (as below) with the account details you created when applying for the role</p>

	<p><i>Mandatory fields are marked with an asterisk.</i></p> <p>*User Name <input type="text"/></p> <p>*Password <input type="password"/></p> <p>Forgot your user name? Forgot your password?</p> <p><input type="button" value="Login"/> <input type="button" value="New User"/></p> <p><i>If you have forgotten your password please click on the above link to create a new password</i></p>
5	<p>When you log into the system you should see the two options below, you will need to click on Schedule Appointment.</p> <p><input type="button" value="Schedule Appointment"/> <input type="button" value="No Longer Interested"/></p>
6	<p>You will see the date of the interview and the available time slots to select,</p> <div data-bbox="347 1043 1230 1364" style="border: 1px solid gray; padding: 5px;"> <p>Available Appointments:</p> <ul style="list-style-type: none"> <input type="radio"/> 18 October 2016 09:30 (British Summer Time) <input type="radio"/> 18 October 2016 10:30 (British Summer Time) <input type="radio"/> 18 October 2016 11:30 (British Summer Time) <input type="radio"/> 18 October 2016 12:30 (British Summer Time) <input type="radio"/> 18 October 2016 13:30 (British Summer Time) <input type="radio"/> 18 October 2016 14:30 (British Summer Time) </div> <p>Please select the time slot you wish by clicking on the radio button</p> <div data-bbox="347 1509 1198 1830" style="border: 1px solid gray; padding: 5px;"> <p>Available Appointments:</p> <ul style="list-style-type: none"> <input type="radio"/> 18 October 2016 09:30 (British Summer Time) <input checked="" type="radio"/> 18 October 2016 10:30 (British Summer Time) <input type="radio"/> 18 October 2016 11:30 (British Summer Time) <input type="radio"/> 18 October 2016 12:30 (British Summer Time) <input type="radio"/> 18 October 2016 13:30 (British Summer Time) <input type="radio"/> 18 October 2016 14:30 (British Summer Time) </div>
7	<p style="text-align: center;"><input type="button" value="Schedule Appointment"/></p> <p>Please click on <input type="button" value="Schedule Appointment"/> which will confirm your interview.</p>

	<p>You will then receive confirmation of the location of the interview and who the interview panel will be on the day.</p>
<p>8</p>	<p>If you receive the below information when you schedule your appointment you have the incorrect language setting.</p> <hr/> <p>Change language settings to English United Kingdom</p> <p>If you're seeing this message, then your settings within the Home Group recruitment portal are wrong. This means that you have not received important information about your appointment.</p> <p>Please click back into the link where you booked your appointment. In the top right hand corner change your settings from English United States to English United Kingdom. The information about your appointment, should now have appeared for you to view.</p> <hr/> <p>On the top right of the screen you will see the below setting;</p> <p>Language: <input type="text" value="English (United States)"/></p> <hr/> <p>In the drop down please change this setting to English (United Kingdom)</p> <p>Language: <input type="text" value="English (United Kingdom)"/></p> <hr/>
<p>9</p>	<p>If your circumstances change the system does allow you to reschedule your interview – up to 24 hours before.</p> <p style="text-align: center;"><input type="button" value="Reschedule Appointment"/></p> <p>Please click on this will bring up the appointments that are still available.</p>
<p>10</p>	<p>If you no longer wish to proceed with your application and would like to withdraw from the role, please log into the system and click on</p> <p style="text-align: center;"><input type="button" value="No Longer Interested"/></p> <p>This will update your profile.</p>