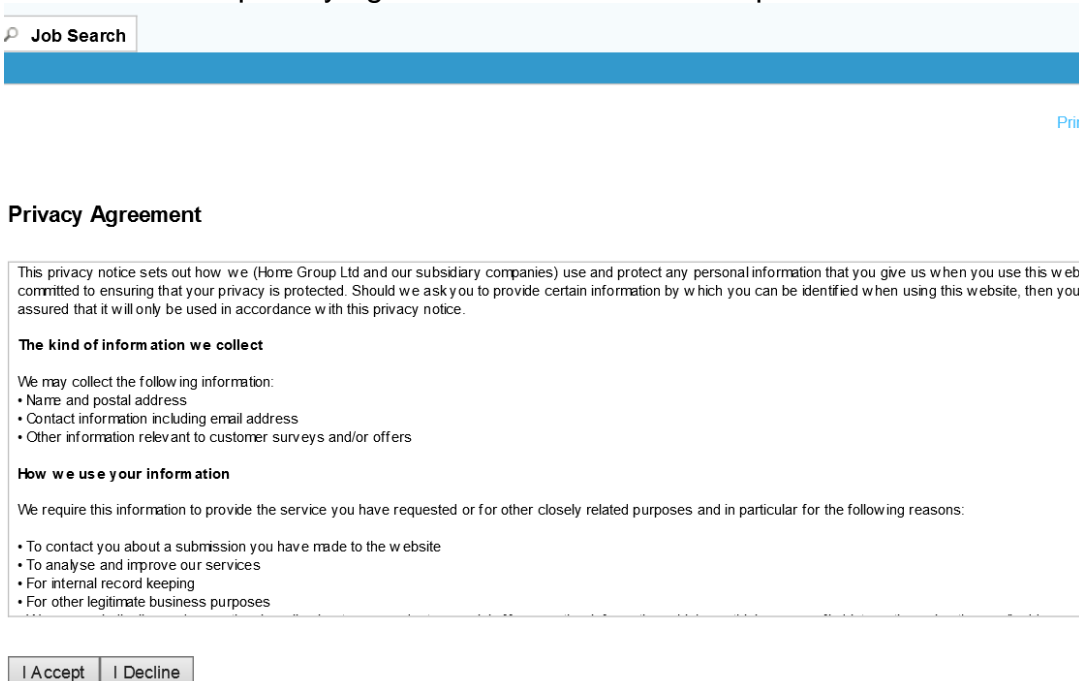


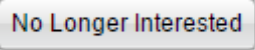


Candidate Support; Selecting an interview slot

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>The screenshot shows a 'Job Search' header with a magnifying glass icon. Below it is a blue bar. To the right, there is a 'Print' link. The main content is titled 'Privacy Agreement'. The text reads: '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.' Below this, it lists 'The kind of information we collect' (Name and postal address, Contact information including email address, Other information relevant to customer surveys and/or offers) and 'How we use your information' (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). At the bottom, there are two buttons: 'I Accept' and '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="349 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="349 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>

	You will then receive confirmation of the location of the interview and who the interview panel will be on the day.
8	<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;"></p> <p>Please click on  this will bring up the appointments that are still available.</p>
9	<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;"></p> <p>This will update your profile.</p>