

FAQs

What happens if I am invited for interview?

Interview Dates

We try and let you know approx. interview dates when we go to advert, but we'll confirm them with shortlisted candidates.

We may decide to hold a second round of interviews. We will let you know if we have decided to do this after we have met all candidates in the first round.

We aim to give candidates a minimum of one week between first and second interview, we can give more time for access reasons and will discuss this with candidates, if necessary.

Where will my interview take place?

As PiPA is a remote organisation and our team works all across the UK (from Glasgow, to Liverpool, Exeter, Bournemouth – to name a few), your interview will be held **online, via Zoom.**

Will there be a task?

We may ask you to carry out a task as part of the interview process.

We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

How do you decide who to interview? What's the process?

1. We review **every** application we receive.
2. The team deciding on a shortlist of applicants are sent all the applications at the same time, after the closing deadline. They review the applications against the job specification independently, then come together to discuss and decide on a final shortlist.
3. The shortlisted candidates are contacted and invited to join us for an interview.

We know that balancing work and other life responsibilities means that having flexibility and autonomy over your schedule is enormously beneficial, so we offer six interview slots and ask candidates to let us know their favoured three time slots, in order of preference.

We cannot guarantee we will be able to accommodate your first choice but try our best to allocate one of your three options – and in almost all cases, historically, we have been able to offer either the first or second choice.

4. *We also let the applicants who have not made it to the shortlist know that they have been unsuccessful. **We will ALWAYS contact you**, so if you do not get a response from us in the week following the closing date, please check your junk/spam mail.*
5. Once you have been allocated an interview slot, we will contact you to confirm:

- Your interview date, time, and how long it is due to last
- The proposed structure of the interview
- Who the interview panel will be
- Whether or not there is will be an interview task and what that task will be
- The interview questions – *whenever possible*

And we will send you the joining instructions for an online interview.

What's it actually like to work for PiPA?

We work flexibly and fluidly and have articulated 'How it works, working at PiPA' in a resource we've shared on our recruitment page – [Work with Us](#)

We take pride in our thorough and considered induction of new staff. We believe in setting our new staff up for success by ensuring they are well equipped to reach their full potential at PiPA.

Our onboarding period is all about learning. We will teach you about the organisation – our values and behaviours, and what you can expect from us in turn, the projects we have in the pipeline, upcoming events, meeting stakeholders, and so on. You will learn about your role within PiPA and will undoubtedly teach us something.

Our standard onboarding process takes approx. 3 months but this can be tailored to accommodate length of contract,

access needs, specific job roles, and the new member of staff.

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