



INCLUSIVE RECRUITMENT GUIDANCE FOR CANDIDATES

Supporting candidates every step of the way





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RSK is committed to being an inclusive employer of choice. As such, we are keen to work with people to implement workplace adjustments where required at any stage of the recruitment process. Please advise us if you require any adjustments to make it easier for you to fully participate.

At RSK, we create steps to ensure the hiring process is fair, equitable and accessible to all individuals, regardless of their background, identity or characteristics, such as race, gender, age, sexual orientation, disability or socio-economic status. This involves actively supporting and encouraging applicants from all backgrounds and identities and creating an environment where everyone feels welcome, valued and able to bring their whole selves to work each day.



Communicating with us

It is important that all candidates are able to communicate with us throughout the process. If you require an alternative method of communication to enable you to apply for one of our vacancies or to support you throughout the process, please contact recruitment@rsk.co.uk to discuss your requirements further.





What you can expect from us

01

A supportive, considerate and accessible process

02

Clear communication throughout

03

Two-way dialogue to understand job requirements and expectations: we understand the interview process is as much an opportunity for us to get to know you as it is for you to get to know us

04

Advance details and logistics provided for interview location: please don't hesitate to get in touch if you need directions or have any specific access requirements

05

Clear instructions for any necessary preparation ahead of the interview: for example, a presentation brief or an overview of any technical assessment you may need to undertake

06

Reasonable preparation time given, with advance notice of stages, so you can proactively prepare and we can condense our process to reach a conclusion quickly

07

Notification of any deviations from standard interview process

08

Names of interview panel members

09

Communication of expected time frames

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Opportunities to ask questions during and after the interview

11

Follow-up for feedback and clarification

12

Post-offer support for understanding and decision-making



The application process

As part of RSK's commitment to being an inclusive employer of choice, we may request some personal information during the application process. However, please note that this may not be applicable in all our global locations due to varying local regulations and practices. Any personal information captured as part of the application form is kept confidential, in line with our Privacy Policy.

Any questions in relation to personal characteristics, such as gender identity, sexual orientation and disability, also known as diversity monitoring, are anonymised and handled with the highest regard to confidentiality. They are automatically separated from your application form before your application is received by the recruitment team. Diversity monitoring information is requested only for the purposes of understanding the demographics of our applicants, identifying where additional support is needed and learning how we can amend our procedures to be even more accessible and inclusive.

If you require an alternative method of communication to enable you to apply for one of our vacancies, please contact recruitment@rsk.co.uk to discuss your requirements further.



The interview process

Typically, you will be invited to attend your first interview with the person recruiting for the role. If successful at this stage, you may be required to attend a second interview. For some roles, we may ask you to complete a technical assessment or deliver a presentation.

As many of our employees work remotely, your interview could be conducted via Microsoft Teams, but there may be the opportunity to interview in person at one of our offices should this be your preference. At both stages, we will endeavour to let you know the outcome as soon as possible and to provide feedback on whether you are successful or not.

All applicants applying for positions within RSK must disclose their eligibility to work status. Once an employment offer has been made, you must provide proof of your right to work, such as a passport or work visa.





Preparing for your interview

- Remember to advise us if you require any workplace adjustments. If you are successfully shortlisted for interview, there will be another opportunity for you to notify us of any requirements prior to interview.
- Before your interview, find out everything you can about RSK. Read the job description and your application again, thinking through your career and the types of questions that might be asked.
- This is also an opportunity for you to get a feel for RSK, the team and what your role may become. Remember to prepare some questions of your own.
- If your interview is to be conducted over Teams, please ensure your video and audio are working correctly. We advise that you choose a place where you won't be disturbed.
- During the interview, you will need to demonstrate to the interviewer that you have the skills, experience and personal attributes to do the job. This is also an opportunity for the interviewer to assess your passion for the role, your motivation for applying and how you align with RSK's values and vision as a global leader of sustainability and inclusion.



The interview structure

- Throughout the interview, we will focus on questions that explore your skills, experience and suitability for the role. We adopt an informal approach to encourage open dialogue. Feel free to ask questions as you go, but there will be an opportunity to do this at the end of the interview.
- The interview may begin with introductions and an overview of the role, followed by questions about your experience, technical competencies and values.
- Then you will have time to ask all your questions relating to the role, team, company and anything else you may wish to ask.
- We will endeavour to provide you with details in relation to any next stages of the process and the likely timescales involved.
- You may be provided with initial feedback in the interview; alternatively, the feedback will follow shortly after.

Good luck with your application, and we hope to have the opportunity to welcome you to our team soon.

