



# TREESISTERS EMPLOYMENT RECRUITMENT PROCESS

Please find TreeSisters' recruitment process for applying for an employment role contained within this document. If you have any further questions, please do not hesitate to contact us.

## APPLYING FOR THE ROLE:

- You can find comprehensive information regarding vacancy roles on [treesisters.org](https://treesisters.org). Each position will include details of the skills and accountabilities required for the role. If you are interested, please complete and submit the application form to the People department. The application form will allow us to understand and assess your skills, qualifications, career history and reasons for applying. This process will enable us to shortlist applicants for the role.
- TreeSisters will advertise the role on various social media platforms and job sites in accordance with the role's specialism. We will also promote the position internally and share it with our Volunteers and networks. The role will be advertised simultaneously and with the same closing date to ensure that we follow a fair process.
- We will only consider completed application forms (in accordance with our Recruitment Policy, and it will be explicitly referenced on the job listing if we are accepting CVs for the position). Please note that applications will be scored on the information contained within the application form.
- When we advertise a role, we always include a closing date. After this date, we can not accept applications without prior agreement from our Head of People.

## SHORTLISTING:

- All applications will be reviewed and shortlisted by scoring the applications against the competencies required for the role. Two people will undertake the shortlisting process; this is often two people in the People Department or the Recruiting Manager and a member of the People Department.



- If you are shortlisted for an interview, you will be contacted for a video interview with two team members (usually, a member of the People Department will be present ). Depending on the type of role you have applied for, there may be other recruitment tasks that we would like you to complete, including a presentation or written assessment.
- After the shortlisting, we will reply to all applicants, letting you know the outcome. If you, unfortunately, are not shortlisted, we would like to thank you for your interest in TreeSisters and invite you to keep in touch.
- Following the completion of an interview for any position, a member of the People team will contact you to inform you of the outcome. You will be given the expected timeline during your interview and kept updated during the process. If you would like further feedback after the interview outcome, please do not hesitate to get in touch with Beth Baker (Head of People) at [beth@treesisters.org](mailto:beth@treesisters.org)

## OFFER OF EMPLOYMENT

- If you have been offered a position within TreeSisters, you will be provided with an offer letter and contract of employment. This will be subject to a minimum of two satisfactory professional references, a character reference and a right to work check.
- Our People Department will request your references either before the interview or after a selection decision has been made. This will be with your agreement. We reserve the right to withdraw the job offer if we are unable to obtain satisfactory references.