

Candidate Guidance Recruitment & Assessment Process

1. Introduction:

We are committed to ensuring a fair, transparent, and accessible recruitment process for all candidates. This guide outlines what you can expect at each stage, from submitting your application to receiving an outcome. Please read carefully and reach out if you need any assistance or adjustments.

2. Step-by-Step Recruitment Process:

Application Submission Options:

You can apply using one of the following methods:

- Complete the online application form via **VINCI Jobs**
- Send your CV (with or without a covering letter) to the email address provided below

Acknowledgement:

- Due to the high volume of applications, we will contact you only if you are shortlisted for an interview

Shortlisting:

- Applications are assessed against the essential skills and experience required for the role

Assessment & Interview:

- Shortlisted candidates will be invited to a first interview
- You will be informed in advance if any preparation is required (e.g. a presentation) or if specific skills assessments will be included
- Most roles involve a second interview and candidates will be advised where this applies

Outcome Notification:

- We will inform you of the outcome of your interview and provide feedback upon request
- Successful candidates will receive an offer and onboarding details

3. Alternative Formats & Offline Applications:

We are committed to making our recruitment process accessible to everyone. If you require this guidance in an alternative format (such as large print or a paper copy), please contact us using the details provided below. We will work with you to ensure you receive the information in a way that meets your needs.

4. Accessibility Commitment:

Our goal is to remove barriers and provide equal opportunities for all candidates. If you have any accessibility requirements, please let us know so we can make reasonable adjustments to support you throughout the process.

5. Reasonable Adjustments

- We are committed to ensuring fairness and equal opportunities for all candidates.
- If you have a disability or any condition that requires adjustments during the recruitment or assessment process, please inform us as early as possible.
- Our approach is outlined in our Reasonable Adjustments Policy, which you can access [here](#).
- **Examples** of adjustments include:
 - Extra time for assessments
 - Accessible interview locations
 - Alternative communication formats
- All requests will be handled confidentially and will not affect the outcome of your application

6. Monitoring & Data Collection

- We collect diversity and inclusion data through an optional, anonymized PowerForm available on our Careers page
- The purpose of this is to monitor fairness and improve equality, diversity, and inclusion practices
- The information is anonymized and will not influence recruitment decisions
- If you cannot access the online form or prefer an offline option, please contact us for assistance

7. Contact for Support

If you need assistance at any stage of the process, please contact:

Name: Lynn Collinswood
Role: Human Resources Manager
Email: lynn.collinswood@freyssinet.co.uk