

# Our resourcing process

At Musgrave we strive to provide a seamless and positive recruitment experience for all our candidates. We want you to feel fully informed throughout every stage of your application. Below is a summary of what you can expect from our resourcing process at Musgrave so its clear what both your role and indeed our role is and if you have any questions, you can always just ask us:

## **Musgrave Resourcing process**

As you can see, all of our current open positions are advertised on the web, with the link to apply if the role is what you are looking for, where you will fill out an application form and submit your resume. You will get an immediate response which tells you that your application has been received by us.

Your application will be reviewed and we will confirm if we believe you are a suitable candidate to progress to the next stage or not.

If your application is accepted, we will commit to take you through the resourcing process in a positive and transparent manner. Each step in the process takes time, we will endeavour to work with you to keep you informed of these times and also about who you will be meeting at each step.

The number of interviews you will need to attend will vary depending on the role you are applying for. A member of the HR Team will be present at the interviews along with the hiring manager. At the end of each stage of the process we will provide you with feedback and if relevant you will be provided with information on the 'next step' in the process.

If you're successful, the offer of employment will be made and reinforced with a written confirmation within 48 hours subject to certain conditions.

One of these conditions is that we check previous work references, so be prepared for the question so we can ensure we meet the timeframes above.

At this stage if everything is successful, you will be a team member!

**Musgrave want you to have a positive experience throughout the resourcing process, it is important that you learn and we understand this is not an easy thing to do. We will provide feedback throughout and we encourage you to also give us feedback so we can learn together throughout the process.**