



# 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, 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 Beth Baker (Head of People). 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 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 are following 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 whether 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 shortlistings, usually the Head of People and the Recruiting Manager (Line Manager).
- If you are shortlisted for an interview, you will be contacted, and we will arrange a video interview. 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.
- We regret that we may not be able to reply to all applicants. If you have not been contacted by one month after the closing date, please assume that you have not been shortlisted, but 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 up to date 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, we will provide you with an offer letter and contract of employment which will be subject to a minimum of two satisfactory references and a right to work check.
- Our HR Department will request your references either prior to the interview or after a selection decision has been made. This will be with your agreement and dependent on your preference indicated within the application. We reserve the right to withdraw the job offer if we are unable to obtain satisfactory references.