THE HUMANE LEAGUE UK HIRING PROCESS

Our hiring process is designed to limit any bias, unconscious or otherwise, as far as possible. We provide regular unconscious bias training for all members of our hiring teams and we use a structured review process, meaning that applications at all stages are scored against pre agreed criteria which limits subjectivity. The criteria will be requirements that are deemed essential for the role such as direct experience or transferable skills and these will always be clearly laid out in the job advert and discussed during our hiring webinars. Skills tests are marked anonymously.

We would be happy to discuss any reasonable adjustments that may be helpful at any stage in the recruitment process. Any reasonable adjustments that are discussed or requested remain confidential within our Operations team and are not shared with the hiring lead, who would be assessing the applications.

Stage one - Skills test

If successful, you will be invited to take part remotely in a short skills test that will be arranged via email, this will arrive from hiring@thehumaneleague.org.uk. The skills test will take no longer than two hours. It will be scheduled at the time of your choice, which can be outside of office hours, or at weekends, if you wish. We will request your availability over a 3-5 day time period, to schedule this.

The skills test will involve carrying out some tasks that we will send you via email. Full instructions will be provided if you are successful in reaching this stage.

Once all the skills tests are completed, they will be reviewed anonymously by the hiring team. We expect that this stage will take no longer than one week.

If you are successful you will be contacted by telephone to arrange a screening interview. Unsuccessful candidates will be contacted via email.

Stage two - Interviews

For candidates passing the Skills Test there will be an interview, usually with only a selection of candidates reaching this final round.

Candidates that are not successful in passing the final interviews will be contacted by email within two weeks of the interview to allow time for the hiring team to make a decision.

Interview format

Interviews will be up to 50 minutes in length and are conducted online via Google Meet. You will be sent a link and instructions via email ahead of your interview date.

There will be up to three members of the THL team in your interview. You will be told in advance who will be interviewing you.

Our interviews are question based and we work from a set list of questions that will be shared between the interviewers. We will be making notes as we go along and are of course happy if you do the same.

At the end of every interview we will have time for you to ask us any questions.

Before we end the interview we will give you an idea of what you can expect to happen next, including a time frame.

References

We will require at least two satisfactory references from the successful candidate before we can officially offer the role. References will be requested from the successful candidate within two weeks of the final interview, once a decision has been reached. In most cases it is ideal to have details of your most recent/ current employer and the one before that.

Upon successful completion of satisfactory references we will make an official offer of the role.