A guide to applying to work at XPS

The purpose of this document is to support you in your job application for XPS.

We recognise that changing jobs is a big decision to make and it can be an anxious time. Our application process is designed not only for us to understand more about you, but also to give you an insight into working at XPS and whether we are the right choice for you.

On our website you will be able to find out **who we are** and **what we do**, what **life at XPS** is like, **our people approach**, and our commitment to being a **responsible business.**

Is XPS right for you?

Our values are at the heart of everything we do and are fundamental to our culture. Before you apply, please take the time to consider the following and whether it resonates with you.

We are AMBITIOUS

Have you thought about why you want to work for us in particular? Make sure you are clear on *why you have applied for the role, and how your strengths align to the role. If applicable, be fully aware of the qualifications you will be studying for whilst working*.

XPS is an ambitious business – we're aiming high to achieve our purpose of benefitting people and society. We have ambitious goals for our clients, our industry and ourselves. *Are you determined to succeed and achieve high quality results? Do you take ownership of tasks, pre-empting issues and being accountable for delivering excellent, innovative results?*

We are EXPERT

We know our stuff, and we each bring something special to our collective knowledge. We make a point of cultivating our individual expertise and diversity of thought – and we use it, share it and support each other for the benefit of our clients and colleagues every single day. *How can you demonstrate your expertise? Are you curious about new things and opportunities, and eager to implement these in your work? Able to share these learnings with those around you?*

We are AGILE

We are forward-thinking, innovative and quick-moving. When we see a better and more sustainable way to do something, we make change happen. We don't just follow the way things have always been done in our industry. We take a fresh look at things – and find new ways of achieving the best outcomes for our clients while benefitting people and society. *How easily do you adapt to change? Are you able to see things objectively and identify innovative solutions?*

We are HELPFUL

We are one firm who build and sustain great relationships with our clients and with each other. This means we're always ready and willing to help out – clients and colleagues know they can trust us. We work hard together, we support each other, we listen and we are helpful. *Are you someone who takes an inclusive and collaborative approach? How do you ensure you provide an excellent service to others?*

We DO THE RIGHT THING

We're approachable, honest and fair; both with our clients and each other. We are inclusive, we value each person for what they bring to the company. We respect and reward hard work and talent. *How do you ensure you act with integrity, build great relationships and take responsibility for what you do? If you saw or heard something that doesn't match up to your standards, how confident would you feel to call it out sensitively but actively?*

The Process

When you apply you will have set up an account which you can access at anytime, it will include copies of all roles you apply for.

Each application consists of three main stages:

1. **Screening -** your application will initially be screened by our recruitment team who will get in touch with you with further information and to discuss your salary expectations.
2. **Shortlisting -** the hiring manager will review your application against the requirements of the role.
3. **Interviews and Assessments -** if successful at shortlisting you will be invited to an interview. Some roles will also have other assessments, such as tests or presentations.

Application tips and interview advice

1. Make sure you are clear on who we are and what we do. Ensure you understand our values, as these really are at the heart of everything we do.
2. Be clear on the responsibilities of the role and how you fulfil the requirements.
3. Ensure your CV is up to date and relevant for the role which you are applying for.
4. Take your time in applying, don't rush!
5. It's okay to sell yourself. Be proud of your achievements and any obstacles you have overcome, so don't be afraid to tell us everything that makes you the right person for the role.
6. Don't forget you can contact us at any point if you have questions, or if you need any additional support.

Just starting out?

We offer a range of **Early Careers Programmes**. You can find out more about the roles we offer and the recruitment process **here**.

Need Support? Let us know

We are here to support you should you require any help, advice or adjustments. We don't want anything to stand in the way of you having a positive experience during our application process. We encourage you to speak to us to discuss your specific requirements. You can let us know if you require adjustments at any stage throughout the recruitment process.

Examples of reasons why candidates have needed support in the application process include, but are not limited to: dyslexia, dyspraxia, visual impairment, hearing impairment, physical disability, extenuating circumstances, stammer, stutter, anxiety and depression.

To speak to a member of our team regarding adjustments you may require due to a disability or long term condition please email our **Recruitment Team**.

Finally, good luck with your application!