



Our recruitment commitments

Thank you for applying for a position at the Welsh Refugee Council. Our commitments aim to increase transparency on how we recruit, and what you can expect from us at application submission, and prior and post interview.

1. Acknowledging your application

- ✓ As a candidate you will receive an acknowledgement email from us within 48 hours of submitting your application.

2. Clear job descriptions

- ✓ Our job descriptions will clearly outline the role, responsibilities, required qualifications, and experience.

3. Interview scheduling

- ✓ As a candidate you will be notified of your interview date and time at least 5 working days in advance.

4. Interview clarity

- ✓ You will be informed in advance about the interview format – e.g. technical test, if a presentation is required – and who will be on your interview panel.

5. Pre-interview questions

- ✓ You will receive interview questions one hour before the interview to help you prepare.

6. Candidate feedback

- ✓ If you get through to interview, you will be offered feedback on your performance. Internal candidates can also request feedback on their written applications.

7. Ongoing communication

- ✓ You will be notified if your application is unsuccessful at the sift stage.
- ✓ If our recruitment process is delayed, we will update the candidates.
- ✓ All those interviewed will hear a decision within 7 days, unless otherwise notified.

8. Salary transparency

- ✓ Our job adverts will include a clear salary range to ensure transparency.

