

Application Process

Guide for Candidates





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Why work for Comic Relief?



Working for Comic Relief offers a unique opportunity to make a tangible difference in the world while pursuing your passion for social change. At Comic Relief, we're not just a charity; we're a movement dedicated to tackling the root causes of poverty and injustice through the power of laughter and entertainment. Whether you're in fundraising, programming, or communications, every role contributes to our mission of creating a just world free from poverty. Plus, our dynamic and inclusive work culture fosters creativity, collaboration, and personal growth. Join us in using humour and humanity to drive positive change and transform lives around the globe

How to apply for a role



What does the application process include?

- Complete the applications questions (don't worry, you don't have to complete them all in one go, but we would advise you to complete it in the same day)
- Scoring – this process can take a bit of time. Each answer is individually scored by 3 panellists. The answers are kept anonymous and are jumbled up. The panel cannot see any identifying features about the application. This is not an automated process.
- Short listing - Once scoring is complete, we will review the scores. At this stage the panel still cannot see identifying details about the candidates, just the scores. Ideally the top 4-6 candidates will be invited to join an interview. Occasionally, a few candidates will slip through the net such as candidates who have notice periods that too long or do not have the right work in the country. If candidates do not meet the eligibility for the role, will not be invited for an interview, regardless of their scores. If you are unsuccessful, we will send you an email with your scores. Due to volume of applications, we are unable to respond to requests for detailed feedback.
- Interview (and task) – if you are invited to an interview, you will be sent an email with a link to book your self in for an interview. The email will highlight if the interview will be face to face or virtual via zoom. This is at the hiring managers discretion, however if either option do not work for you, please do let the recruitment officer know and he will speak directly to the panel to see if adjustments can be make. Instructions of the interview format will be included in the email.
- Outcome – it may take us a few days but eventually, we will be in touch with an outcome. Either an offer call or an email with feedback regarding rejections. `

How do CV's fit into the picture?

Navigating the world of job applications can be exciting, but traditional CVs, while a common tool, can sometimes pose challenges. They often stick to a rigid format, which might not always showcase the full range of a candidate's abilities and potential. Plus, there's the issue of unconscious biases.

Sometimes, without even realizing it, recruiters might favour certain backgrounds or characteristics over others, which isn't fair to everyone. It's like trying to fit a square peg into a round hole sometimes! That's why it's important for companies to explore more inclusive and open-minded approaches to hiring. After all, diversity is what makes teams stronger and more innovative.

Let's rethink how we assess talent and create opportunities for everyone to shine.



Why does Comic Relief collect demographic data?

At our organization, fostering diversity and inclusion isn't just a goal—it's a commitment. That's why we collect demographic data for reporting purposes, to help guide our efforts in creating a more diverse and representative workforce. However, it's important to note that our system prioritizes privacy and confidentiality. We don't store or access individual-level data; instead, we aggregate the information to provide insights at a collective level. This approach allows us to track progress, identify areas for improvement, and ensure accountability—all while safeguarding the personal information of our employees and applicants. By leveraging data responsibly and ethically, we're better equipped to drive meaningful change and build a workplace where everyone feels valued and empowered to succeed.



Shortlisting

It's very simple, we collect the top scoring candidates (without knowing who they are) and invite them to an interview.

Our Commitment to the Guaranteed Interview Scheme

The Guaranteed Interview Scheme offers a vital pathway for candidates with disabilities to access employment opportunities on a fair and equitable basis. Here's how it works: eligible candidates who meet the essential requirements of a job application are guaranteed an interview. This proactive approach aims to level the playing field, ensuring that qualified individuals with disabilities are not overlooked in the recruitment process.

However, while the scheme represents a significant step towards inclusivity, it's not without limitations. Some challenges include ensuring that employers fully understand and implement the scheme, as well as addressing any unconscious biases that may still exist within hiring practices. Additionally, the scheme doesn't guarantee job offers, meaning candidates must still compete based on merit and suitability for the role.

Nevertheless, the importance of the Guaranteed Interview Scheme cannot be overstated. It serves as a powerful tool for promoting diversity and inclusion in the workplace, fostering environments where all individuals have an equal opportunity to contribute their skills and talents. By breaking down barriers to employment, the scheme not only benefits individuals with disabilities but also enriches organizations with a broader range of perspectives and experiences, ultimately leading to stronger, more innovative teams.



Interviews at Comic Relief

In a competency-based interview, we'll ask you questions tailored to the skills and behaviours outlined in the job description. We want to hear about your past experiences and how they relate to what we're looking for in this role. It's all about getting to know you better and making sure we find the best fit for our team based on your real-life examples. So, get ready to share your stories and let your experiences shine!

Interview can be held remote or virtually. We will aim to include the dates of the interviews in our Job Adverts for full clarity.



Recruitment Tips

Sifting Questions

- During sifting – avoid reference to the 9 protective characteristics.
- Keep it relevant.
- One sentences such as 'refer to CV' will get you a low score.
- We are just interested in what you have done but also, what you know. We know not everybody has the same opportunities, so this is a chance to showcase your knowledge.
- Remember, its just 250 works so please don't go into too much detail.
- Humour is always important but do remember to keep it professional.
- Don't take it personal – if not successful, remember, we do not know you or even the name of the answers we are scoring, we care only scoring you based of 3, 250-word answers. A rejection isn't based on you as person, but the answer might not capture what we are looking for.



Interview Tips

- Relax! Interviews can be nerve wracking but remember, we often don't pick up on the things you do such a stumbling over your words or hair sticking out.
- You will get the answers in advance, but we are not expecting you to develop full answers to all the questions. Just to become familiar.
- Remember- we don't know about your past experience so when referencing an example, use a STAR like format (Situation, Task, Action, Result), it will help us form a strong understanding of you answers.
- Remember, you are only human, we aren't expecting perfect answers, we understand that nerves can make us have blank moments and this is OK. We can always come back to a question or repeat it if need be.
- We have all experience technical issues. If something goes wrong, don't panic. The panel would have already informed HR of the issue. Either HR or someone from the panel will try to give you a phone call to see if everything is OK. Do what you can to try and get back online. If the problem persists, we will try to rearrange for another time. Please be aware – this will not impact your interview.

