GMPF Recruitment Guidance

These guidance notes are intended to help you make the most of your application and interview for a role at GMPF. Your application is assessed solely on the information you provide, so it's important to clearly demonstrate how you meet the essential criteria outlined in the person specification at each stage, for example, application, interview and assessment.

Application process

All applications must be submitted via www.greater.jobs.

Applications are anonymised at this stage, so personal details are not visible to the panel.

Before you apply

- Read the job description and person specification carefully to understand the skills and experience required.
- Use the 'Knowledge and Experience' section to clearly demonstrate how you meet the essential criteria.

Top tips

- Draft your responses in a separate document (for example Microsoft Word) to check spelling and grammar before pasting into the form.
- Use clear, specific examples — avoid vague statements like 'I'm a great communicator'.
- Consider using the **STAR** method (Situation, Task, Action, Result) to structure your answers.
- Use each essential criterion as a heading to ensure full coverage.
- Save your progress regularly and allow plenty of time to complete the form.
- Double check all information before submitting — late applications are not accepted.

Shortlisting process

The panel shortlists candidates who best meet the essential criteria, using a scoring matrix based on the person specification. If needed, desirable criteria may also be considered. Shortlisting is done individually first, then agreed collectively.

If shortlisted, you'll receive an email with a link to book your interview or assessment slot. Interview dates are listed in the job advert.

Guaranteed Assessment Scheme

We're committed to improving employment opportunities for:

- disabled people
- care-experienced individuals
- carers
- ex-military personnel

If you meet the essential criteria and indicate eligibility on your application, you'll be guaranteed an interview.

Reasonable adjustments

If you have a disability, let us know if you need any adjustments during the recruitment process. We're committed to making the process inclusive and accessible.

Interview process

Interviews are held in person and may include assessments (for example a test, written task, or presentation). You'll receive full details in your interview invitation.

The panel will include three members of staff, one of whom will be a manager from the relevant team. Questions will be based on the essential criteria and may include competency and scenario-based formats.

You'll be provided with water and a printed copy of the questions. You'll also be told when to expect the outcome.

Interview tips

- Review the job description and person specification.
- Prepare examples using the **STAR** method.
- Plan your journey – visit our Contact Us page for more information.
- Research GMPF to understand our values and work.
- Practice your answers and bring brief notes if helpful.
- Don't hesitate to ask for clarification or for a question to be repeated during the interview.
- Take your time — this is your chance to show why you're the best fit.
- Ask any questions you may have about the role or GMPF.

After your interview

A panel member will contact you with the outcome of your interview from a number beginning with **0161 301**. Please ensure you answer or return the call promptly. Feedback is available upon request, and successful candidates will be informed of the next steps.

Stay connected

Visit our careers and vacancies page to join our mailing list and be notified of future vacancies at GMPF.