



## **Asset International Structures** (A Division of Hill & Smith Ltd)

### **Our Recruitment Process**

#### **Making an application**

Once you have decided on the position you wish to apply for, send your CV to [recruitment@assetint.co.uk](mailto:recruitment@assetint.co.uk)  
In all correspondence please quote the job reference associated with the position e.g. JD00.

#### **Reviewing your application**

All direct applications are initially reviewed by HR. Once the filtering of applications has been completed, successful applications will be put forward for review by the designated teams.

If you are called for an interview the following process will apply:

#### **Our interview procedures**

##### **Phase One**

You will be contacted by telephone and invited to discuss your application.

##### **Phase Two**

If you successfully progress from phase one, you will be called to a second interview where you may be asked to prepare a presentation. The criteria for the presentation will be dependent on the role you are applying for.

#### **Making an offer**

If you are selected, you will be called to discuss the terms of employment. Following your acceptance, we will send you an offer letter outlining the terms and conditions of your employment. On successful completion and verification of your recruitment documentation, we will look forward to welcoming you to the team.