



Asset International Structures
Our Recruitment Process - ORP01
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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, please send your CV together with your competency application form which can be downloaded from the job description page to recruitment@assetint.co.uk. Alternatively, you can request a job competency form from recruitment@assetint.co.uk.

Reviewing your application

All applications are initially reviewed by HR. Once the filtering of applications has taken place successful applications will be put forward for review by the designated team.

After our review process has been completed and if you are shortlisted, you will be called for an interview via email or we will call you direct.

Our interview procedures

Phase One

You will be contacted by telephone to undertake a telephone interview which could last approximately thirty minutes.

OR

Phase Two

You could be asked to attend an informal first interview, this will normally take approximately thirty minutes.

Phase Three

If you are successful from one of the two phases above, you will be called to a second interview where we may ask you to prepare a presentation. The criteria for the presentation will be dependent on the role you are applying for. Please be aware that the interview process normally takes approximately one hour.

Making an offer

If you are selected, you will receive a telephone call and a letter offering you the position. On successful completion and verification of your recruitment documentation, we will look forward to welcoming you to the team.