

COVID-19 – FAQs FOR COMPETITION APPLICANTS

Q1: I have an interview date scheduled for coming weeks, will this go ahead?

A1: During the current COVID-19 restrictions and until further notice, the majority of interviews have been temporarily suspended. HRConnect will contact you to let you know if your interview has been suspended.

Q2: Will I be given a new interview date?

A2: Yes. When the current COVID-19 restrictions have been lifted, HRConnect will then arrange for you to be provided with a revised interview date, and as long as you are symptom-free and fit for work you should report for interview on the revised date

Q3: When will I be notified about a rescheduled interview?

A3: We currently do not have a timeframe for when interviews will be rescheduled. However, when we are in a position to do so, HRConnect will contact you to advise of your rescheduled interview date.

Q4: After COVID-19 restrictions have been lifted, if I am due to report for an interview but am in the 'vulnerable' category and would wish to defer, how should I proceed?

A4: If you are given a new interview date but wish to defer for a further period due to ongoing concerns around COVID-19, NICS HR will facilitate a deferred interview date.

Q5: After COVID-19 restrictions have been lifted, if my interview date is during my self-isolation period. Will I be given a new interview date?

A5: Yes. If you are given a new interview date but you are in a period of self-isolation, you should advise HRConnect of when your period of self-isolation is due to end. HRConnect will then arrange for you to be provided with a revised interview date, and as long as you are symptom-free and fit for work you should report for interview on the revised date.

Q6: If advice around the importance of social distancing is still applicable at that time of my interview, how will this be incorporated into my interview process?

A6: Be assured that NICS HR and HRConnect will adhere to the Government advice at the time regarding social distancing. Where possible, interviews will be conducted via video/telephone. Where that is not possible, social distancing arrangements will be observed from how you will be greeted when you report for interview (e.g. no handshakes, two meter distance observed etc.) and in the layout of the interview room itself (e.g. appropriate distance between yourself and the panel, and between panel members.). If you have any specific concerns, please advise the member of HRConnect staff on duty at the time of your interview.

Q7: I am currently in self-isolation, and my start date in my new branch coincides with my return to work date. Should I report to my current branch or new branch?

A7: As long as you are fit for work and out of your 7/14 day self-isolation period (i.e. 7 days if living alone and 14 days if living with another person/s), and not required to return to your current branch to complete a hand over, then you should contact your new line manager to confirm that you can report to your new branch on the date agreed.

Given the evolving situation and the rate at which staff and managers are now homeworking, you are advised to contact your new manager in advance to check on reporting arrangements. HRConnect can assist as necessary.

Q8: I have received an offer letter from HRConnect. Should I report on the start date given on the letter?

A8: Given the evolving situation and the rate at which staff and managers are now homeworking, you are advised to contact your new manager in advance to check on reporting arrangements, but only if you are symptom-free and fit for work. HRConnect can assist you as necessary.

If there is any change in your health or circumstances prior to your given start date which means you are not able to report as agreed, then you should contact HRConnect as soon as possible. You will then be notified of a revised start date in due course.

Q9: I have been told that my interview will go ahead as planned but although I do not have any symptoms nor have I been self-isolating, I have decided, due to the wider COVID-19 concerns, that I will not be attending the interview. Can I get a reconvened interview?

A9: Please be assured that NICS HR and HRConnect will adhere to the Government advice at the time regarding social distancing, and this advice has now been incorporated into the processes in place for all scheduled interviews. However, if you have any specific concerns please contact HRConnect.

Q10: Going forward, will there be other methods for interviewing if face to face is not suitable.

A10: Where necessary, alternative arrangements, including video or telephone interviews can be considered.

Q11: I have applied to a NICS competition and haven't heard about the next stage in the competition.

A11: During the current COVID-19 restrictions and until further notice, we have temporarily suspended the majority of competitions. HRConnect will contact you to let you know if your competition has been suspended.