

Our Recruitment Process in the UK

Stage 1

To apply, please **hit “Apply”, complete our simple application form, and upload your CV**. You’ll always receive an email notification to confirm we’ve received your application.

Stage 2

Our Talent Acquisition team will **review your application against the role criteria** to assess your suitability. We’ll contact you with our decision within **two working days**.

Stage 3

If successful, we’ll arrange a **telephone interview, you will find out more about the role, AMS and get a chance to ask any question you have. We will talk through your CV, discuss your motivations, and talk you through next steps.**

Stage 4

If both you, and AMS, are happy to proceed a video interview will be set up with the hiring manager. Whatever the outcome, **you'll receive feedback.**

Stage 5

Depending on the role, a successful interview will either result in **an offer OR a second video interview** with a stakeholder from the client or team. We will discuss whether to expect a second interview during either your initial call, or first interview.

Stage 6

If you’re invited for a second video interview, you’ll receive a call with **feedback**, and **if successful, an offer.**

AMS is committed to fostering an accessible inclusive recruitment process. If you require any accommodations or have any accessibility needs, please reach out via email talentacquisition.generalenquiries@weareams.com or make a member of our Talent Acquisition team aware at any time.



Hints & Tips for Video Interviewing

We understand that a video interview may not be the most comfortable thing for you, and it can be difficult to be yourself in front of a camera. To help you prepare, please see the hints and tips below.

1. Prepare your environment

Ensure you have access to a quiet location, where noises and people won't disturb you. If there are people in the house, let them know you're going to be in an interview, so they won't interrupt.

Ensure the space has good lighting, a clear background, and your device is positioned at eye level. Don't forget to switch your phone to silent to guarantee you won't be distracted.

2. Making a great first impression

You will perform your best when you feel your best. You should treat your video interview with the same degree of formality as if it were face-to-face.

We're not too formal at AMS so there's no need to get suited and booted, smart casual dress is acceptable.

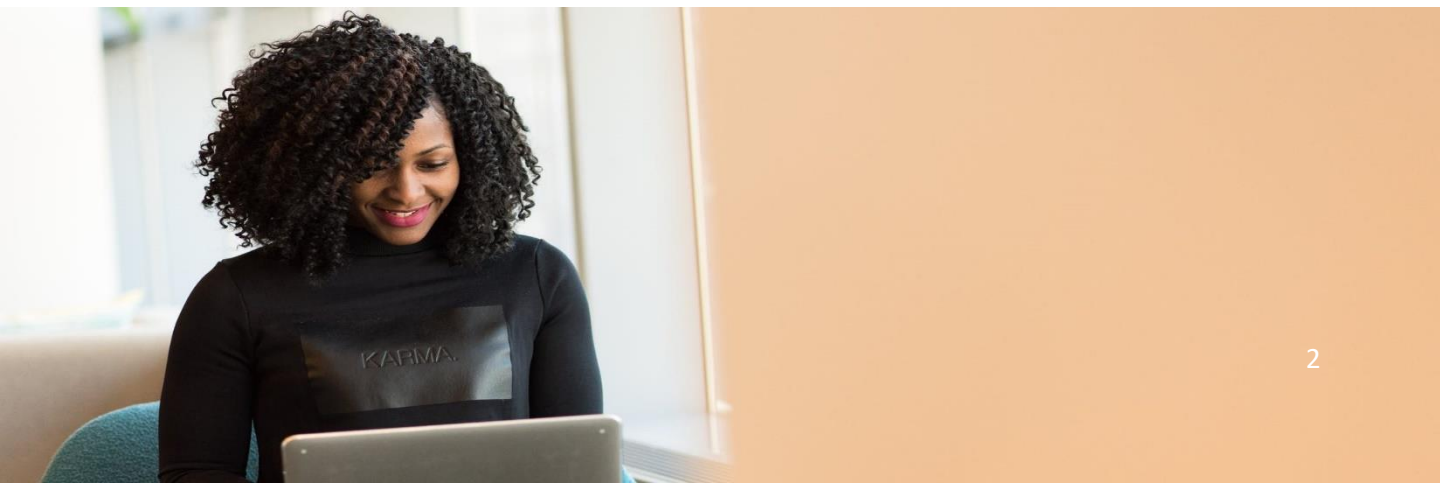
3. Let's get technical

In advance of your video interview, ensure you know how to use the software - test your internet, camera, and microphone. You may find it beneficial to complete a test call with a friend to check your audio and device positioning.

At AMS we tend to use Microsoft Teams for our video interviews.

4. On the day of your interview

We know technology can be fickle, despite all your best preparations, we appreciate that you may have issues on the day of your interview. If you do have technology trouble, please let us know as soon as possible.



Interview Best Practice

1. Research AMS, look into our [Values](#), look through our [LinkedIn](#), look around our [website](#). Prepare to showcase what you know about our organisation and the wider industry.
2. Think about the questions you might be asked and practice your answers using the [STAR\(R\)](#) (Situation, Task, Action, Result, Reflection) Model
3. Showcase your skills, knowledge, experience and personality throughout the interview. Tell us why we should employ you and how you embody our values.
4. Try to relax and stay as calm as possible. We want you to do well, so there will be no trick questions!
5. Follow up with a "Thank you" after the interview and reiterate your interest in the position.



Our Onboarding Process

If you are successful, you will then go through our onboarding process, all of our UK AMS colleagues go through the same process.

Stage 1

Our offers team will contact you, requesting you send them certain documentation to get you set up with our onboarding team.

Stage 2

Within 5-7 days following the receipt of the necessary documents (these will likely include a passport or driving licence), you will receive logins to our AMS onboarding portal. This will provide access to all the relevant forms you need to complete, and details of how accessing the Sterling Screening Portal.

Sterling is our screening partner and will conduct security checks on our behalf. Due to the sensitive nature of information, you will be handling in your role, all UK AMS colleagues go through this process.

Stage 3

You will be contacted by Sterling, and complete information including, but not limited to

- Right to work verification
- Employment history verification
- Relevant academic qualifications
- Relevant professional qualifications
- DBS criminal record check

We are here to support you through this process, and will provide any assistance you need, to make this as easy as possible.

Stage 4

Confirmation of start date! Congratulations, you are now set up and ready to join AMS!

