



UK Health  
Security  
Agency

## **Information Sheet – Selection Process**

The information in this note is intended to provide further information regarding the selection process within UK Health Security Agency (UKHSA). UK Health Security Agency's recruitment processes are underpinned by the Civil Service Commissioners Recruitment Principles, which outlines that selection for appointment is made on merit based on fair and open competition. If you have any questions about the information below these can be raised with the Recruitment Team contact listed against the vacancy.

### **The Selection Process**

The campaign is being completed in accordance with the Civil Service Recruitment Principles. The selection process will be overseen by the Civil Service Commission through principles of merit and fair and open competition, as outlined in its recruitment principles.

Assessment at sift and interviews will be based on meeting the defined essential criteria as outlined in the job description.

An initial sift based on the lead essential criteria may be held if a large number of applications are received. If your application progresses to a full sift, all essential criteria will then be considered. In the event of a large number of applications, the panel may also decide to use the desirable criteria at sift.

The interview may consist of a variety of interview methods, which may include behaviors and strengths associated with the role. Information can be found on [Gov.uk](https://www.gov.uk). We do not advertise the strengths being tested, as we want to hear your first, unrehearsed, natural response to any strength-based questions asked at interview.

We might also ask you to complete a task or presentation on the day of your interview. We'll provide more information after shortlisting.

Please ensure that you evidence how you meet the essential criteria set out in the job description and person specification.

Feedback is not available for those not invited to interview, it will only be provided should you attend an interview or assessment, and upon request.

Any fixed term contract, under 24 months, may be offered as a secondment or loan and must be mutually agreed by both parties.



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### Reserve List

If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies could be offered to candidates on the reserve list without a new competition.

The panel will assess if candidates meet the requirement of the role first, using a specific benchmark system. If you are interviewed for the post and do not meet the required threshold for the specified grade, your application may be assessed against a similar, lower grade role and you may be offered the post should one be available.

### Expenses

Expenses incurred by candidates during the recruitment process such as travel to interview will not be reimbursed by UKHSA.