

# What to expect in our recruitment process

Find a Job	Application	Shortlist	Interview	Offer	Join
<p>Find a vacancy you are interested in on the UCL jobsite</p> <p>Read the full Job Description and Person Specification</p> <p>Decide to apply</p>	<p>Register on UCL's recruitment system</p> <p>Complete and submit an online application</p> <p>Receive an email acknowledgement of your application submission</p>	<p>Application is reviewed against criteria outlined in the Person Specification by UCL selection panel</p> <p>Receive notification on the outcome of your application – invite to interview or decline</p>	<p>Attend your interview with the UCL selection panel</p> <p>Undertake any selection tests e.g. presentation or case study</p> <p>Bring proof of your right to work in UK and any other relevant documents (e.g. qualification certificates)</p> <p>Receive notification on the outcome of your interview – verbal conditional offer or decline</p> <p>Receive interview feedback</p>	<p>Receive an email with your conditional offer of employment</p> <p>Accept our offer and agree your start date</p> <p>Pre-employment screening is commenced, including references and other checks e.g. DBS if applicable</p> <p>Receive and return your contract and onboarding paperwork</p>	<p>Receive your induction details ahead of joining</p> <p>On Day 1, receive full support through your induction and start your UCL journey</p>