



Marine
Management
Organisation

Applicant guidance notes

This note guides applicants through the recruitment process and lets them know what to expect.

Step 1: The application form or CV and covering letter

The job advert will refer you to the application form or ask for a CV to be submitted.

The application

The job advert will refer you to the application form that must be completed and any additional information you are required to submit. The form enables you to provide evidence that shows you have the knowledge, capability, skills and personal qualities for the role. At the application screening stage, applications will be assessed against the essential/desirable criteria and relevant [MMO competencies](#). This will ensure applicants who best match the requirements for the job will be short-listed to go through to the next stage. This is our starting point for everyone so applicants will need to demonstrate with examples how well they match the requirements set out in the job vacancy and they must not exceed the maximum 250 word count for each competence. Anything over the 250 word limit will be disregarded. See our guide on [how to write powerful competency statements](#).

CV

If you are asked to submit a CV you should ensure this includes all relevant information and provides evidence to show that you meet the knowledge, capability, skills and personal qualities for the role. This should include contact details and confirmation that you meet eligibility criteria for Nationality, which will be checked again at a later stage.

Step 2: Short Listing

To ensure fairness short-listing will be done by the vacancy manager and/or another member of the assessment panel. Following this assessment a HR representative will carry out quality checks and any issues will be raised with the panel chair.

If you are short-listed they will be invited to step 3 of the selection process.

Step 3: Online ability test (For positions at Grade 6 and above)

MMO selection process includes the use of aptitude and/or personality tests for Grade 6 positions. Test details will be included as part of the invitation to attend assessment centre. Wherever possible, testing will be undertaken using internet based solutions and will be delivered via a third party. If you are unable to carry out the tests online you should contact the MMO HR Team to explore alternative options for taking the test.

Step 3: Attending an interview or assessment centre

When you attend the assessment centre or interview you will be required to provide photographic identification (passport or new format driving licence) plus the original copy of a recent utility bill (within previous three months), your name and address must correspond with the details provided on your application form. These details will

be copied, the documents signed and dated, including adding the wording 'original seen' and passed to the vacancy manager. If unsuccessful these will be destroyed.

The vacancy manager will arrange the panel members' attendance, consisting of a minimum of two people plus a member of the HR Team. Every effort will be made to ensure both sexes are represented on the panel and that it is as diverse as possible. However, this will be dependent upon the availability of people to interview. The chair of the panel will normally be at least one level above the role being advertised.

If an assessment centre is applicable you will be required to develop a presentation based on a scenario brief which will be given on the day. Time will be allowed for preparation prior to delivering the presentation to the assessment/interview panel. Follow-up questions may be asked by the panel associated with the content presented.

The interview will usually last about 45 to 60 minutes, but duration may vary slightly as panels differ in how they use their time. All interviews will consist of the same primary questions being asked to all candidates to ensure there is no bias in the process. These will be based on the competencies set out in the job advert and the panel will look for examples presented in a STAR format. See guide on [how to write powerful competency statements](#).

You may take your application form and notes are allowed to use as a prompt in the interview.

If you are unable to attend on the date you have been given you should notify the MMO HR Team without delay. We will offer an alternative where it is possible and reasonable to do so.

Step 4: After the assessment centre or interview

The panel members will work independently to evaluate candidates after the interview. Following assessment offers will be made based on the results agreed by the panel.

Step 5: Contacting the successful candidate

A member of the recruitment panel will contact the successful candidate to disclose the results and formally offer the role. The offer will be confirmed in writing and the candidate will be given five working days from receipt of the letter to respond to the offer in writing or by email.

All other candidates will be notified in writing that they have been unsuccessful.

In some situations merit lists may be held if it is considered likely that further roles, of the same nature, will become available within the following 6-12 months. Candidates will be informed if their details are to be held on a merit list.

On taking up duty all new employees will need to complete probation period of up to eight months, depending on the length of their appointment. Where the candidate is already employed in the Civil Service, agencies or accredited NDPB will not be applicable if this has been fully completed successfully.

The Guaranteed Interview Scheme

The purpose of the Guaranteed Interview Scheme is to ensure that people with disabilities can compete on equal terms with non-disabled people by providing an opportunity to demonstrate skills/qualifications and technical/professional abilities at interview.

As part of MMO's application process you have the opportunity to us if you feel you have a disability as defined by the Equality Act 2010. You have the opportunity to indicate any particular assistance you may need if invited to interview (such as induction loop, wheelchair access, etc.).

Any candidate, who declares a disability as defined by the Equality Act 2010, is guaranteed an interview **provided** that they meet the **minimum criteria** for the role in question. For the purposes of the scheme, the minimum criteria to qualify for interview will be the recruitment panels agreed minimum score in each required capability, and technical/specialist knowledge.

It is the job of the selection panel to judge the suitability or otherwise of all candidates in relation to the required skills for the role, as specified in the role description. Beyond this assumptions about what candidates with disabilities might or might not be able to do will not feature in the panel's considerations.

As well as exploring information on this website, you may also wish to get a better sense of how our work is influenced by the wider policy agenda of the Department for Environment, Food and Rural Affairs (Defra) and other agencies involved. Please see the following links for additional information:

- [Defra marine pages](#)
- [Defra fisheries pages](#)