

# Our recruitment process

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The Grundon logo consists of the word "GRUNDON" in a white, sans-serif, uppercase font. It is centered within a solid blue rectangular box. A thin, horizontal gold line is positioned directly beneath the text.

## 1. Application review

Once we receive your application, our Recruitment Team and the Hiring Manager will carefully review your skills and experience.

If your application is successful, you'll be invited to a first-stage interview.

## 2. First-stage interview

This initial interview gives you the opportunity to meet the Hiring Manager and allows us to explore your background in more detail.

It's also a chance for us to share more about the role, introduce the team, and give you a sense of what it's like to work at Grundon.

## 3. Second-stage interview

If the team feels there's a strong match, you may be invited to a second-stage interview.

During this stage, you'll meet additional team members and have the opportunity to ask any further questions.

We recognise that interviews are a two-way process, and we want to ensure you have all the information you need to feel confident that Grundon is the right place for you.

## 4. Communication and feedback

We understand the importance of communication and will keep you updated throughout the process.

While not every candidate will be successful, with your permission, we may keep your details on file for future opportunities.

## 5. Offer and induction

For those offered a role we aim to send your offer documentation quickly and efficiently.

Once we receive your completed documents, our HR team will get in touch with details of what to expect during your induction.