

# Guide for applicants



# Introduction

We're excited you're considering joining our team at Nesta. This guide will walk you through the steps of our recruitment process, helping you do the best you possibly can if you decide to apply for one of our roles.

At Nesta, we're driven by a deep commitment to our missions, pushing ourselves to do **whatever it takes** to achieve them. This means setting ambitious goals, thinking big and refusing to settle for small wins. We prioritise impact, constantly challenging ourselves and each other to go further and faster. We value progress over process, experimenting iteratively and adapting quickly based on what we learn. We believe in the power of collaboration and bring our best to the table, supporting each other to succeed. By working together with this mindset, we can create a truly impactful and rewarding work environment.

Our recruitment approach is designed to help us discover how you would uniquely approach the role. As part of this we want to understand your potential as well as the skills and experience you bring with you. To foster a truly equitable recruitment process, we use blind recruitment.

Here's our recruitment pathway from start to finish. Although this may differ slightly for each role, it provides the key steps in the process.



# Understanding the process – what to expect

## You submit your application:

At Nesta, we do whatever it takes to achieve our goals, including fostering a diverse workforce. To support this, we use Applied, a blind recruitment platform. Applied anonymises applications, allowing us to review candidates based on their skills and potential rather than their background or credentials. We want to prevent any unconscious bias from our assessors creating unintended advantages or disadvantages for any of our candidates. This approach helps us identify and attract top talent from all backgrounds, ensuring a fair and equitable hiring process. For more information, read our guidance on [How Applied works](#).

## Navigating Applied:

You should expect to spend between 1 & 2 hours completing your application on Applied. If you're unable to complete it in one go, you can save your progress and come back to it whenever suits you best – your work will be saved automatically.

Please note that unless specified on the job advert, we do require you to have the right to work in the UK for the duration of the assignment.



## Tips for answering questions on Applied

- Answer the questions using plain English. Applied is not a test for how well you write but instead shows us how you work and solve problems
- Structure your answers clearly and coherently to convey your ideas
- Provide examples that back up your statements
- Re-read your answers to make sure you have answered the question
- Try not to provide any identifying information in your answers. Examples include:
  - I recently completed my masters in...
  - Two years ago, at the age of 30 I...
  - As a woman of Southeast Asian heritage...

**A note on AI:** while AI tools can be helpful for research and in structuring your responses, please ensure that your final responses are your own original work. We advise you not to submit AI-generated responses without significant editing. Use AI to assist, not replace, your own thoughts and insights.

## We review the applications

To ensure a fair and objective review, each application is carefully considered by multiple people in the Nesta team. We strive to review applications as quickly as possible, but please allow 2-3 weeks for a decision on your application. If you're not selected for an interview, you'll receive feedback on your application directly through Applied.

## You attend your 1st stage interview

If you've been invited to a 1st interview you'll receive an email invitation via Applied. This initial interview will most likely be a brief introductory conversation, conducted online via Zoom or Spark Hire. We're committed to creating an inclusive interview experience so if you require any reasonable adjustments in order to bring your best self to the interview, such as extra

time, access to interview questions in advance, or other accommodations, please don't hesitate to contact [recruitment@nesta.org.uk](mailto:recruitment@nesta.org.uk). You can find more information on how best to prepare for the interview below.

## **We shortlist for the final interviews**

We'll be in touch within 1-2 weeks after your 1st interview to let you know the outcome. In the event that your application is not successful, we will share personalised feedback with you to help you in your job search.

## **You attend your final stage interview**

The final stage interview will be a more in depth interview which may also involve a task in some cases. Ideally this will be an in person interview taking place in one of our offices.

## **We make you an offer**

We'll share the outcome of your final interview within 1-2 weeks of the interview. The offer will be made over the phone and will be followed by an email detailing the offer in writing.

## **You start your onboarding**

Once you've accepted our offer, we'll share lots of relevant information with you ahead of your start date. We are passionate about bringing your best self to work, so we'll make sure you have access to all the relevant resources that you'll need.

# Preparing for your interviews

## Both stages

We ask a variety of questions during our interviews in order to get to know you better. They may be situational questions, e.g. "Imagine a scenario where you have two urgent tasks with tight deadlines. One task is a high-priority project for a key client, and the other is a critical internal deadline. How would you prioritise these tasks and ensure both are completed effectively?". Or they might be competency based questions, e.g. 'Can you describe a time when you had to adapt to a significant change in your work environment? How did you handle the change, and what was the outcome?'. When answering the interview questions make sure you back up your answers with examples drawing from your work experience.

## 1st stage

In this stage we may ask you questions to understand your motivation for applying to the role, as well as questions around your competencies.

## Final stage

In this stage we'll further explore your skills and technical ability to perform in the role. We will also ask you some behavioural questions to help us understand how you would contribute to our culture of Whatever it Takes. You can find out more about our culture [here](#).

*If you still have any unanswered questions, don't hesitate to get in touch with the recruitment team at [recruitment@nesta.org.uk](mailto:recruitment@nesta.org.uk).*

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