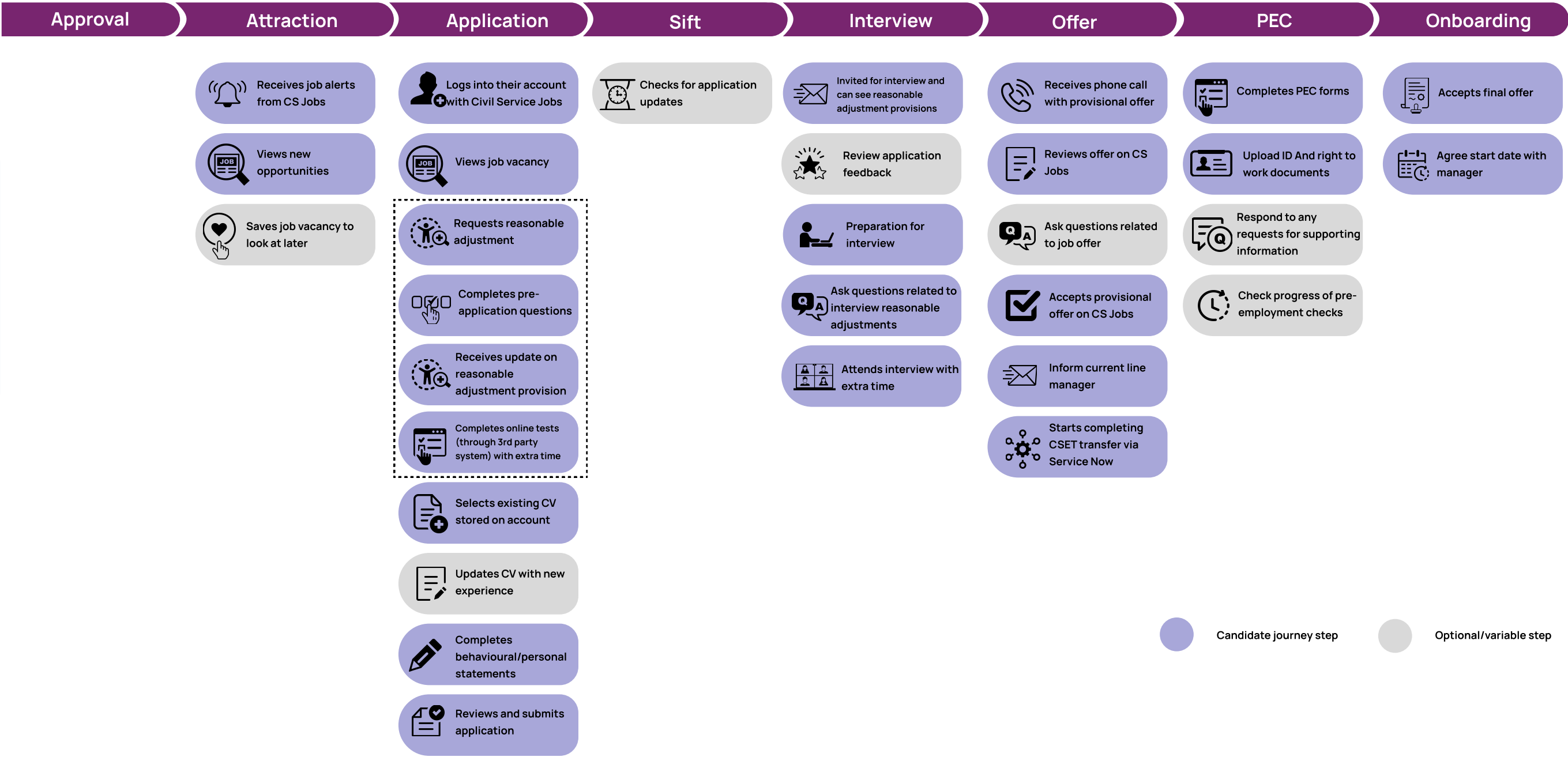# Bonnie
Candidate - Internal RA

Occupation:
Data Insights Analyst

Job Application Frequency:
Every 1-2 years

CS Recruitment Familiarity:
Basic understanding - learned experience, aware of RA process/options

Approval	Attraction	Application	Sift	Interview	Offer	PEC	Onboarding

Attraction
- Receives job alerts from CS Jobs
- Views new opportunities
- Saves job vacancy to look at later

Application
- Logs into their account with Civil Service Jobs
- Views job vacancy
- Requests reasonable adjustment
- Completes pre-application questions
- Receives update on reasonable adjustment provision
- Completes online tests (through 3rd party system) with extra time
- Selects existing CV stored on account
- Updates CV with new experience
- Completes behavioural/personal statements
- Reviews and submits application

Sift
- Checks for application updates

Interview
- Invited for interview and can see reasonable adjustment provisions
- Review application feedback
- Preparation for interview
- Ask questions related to interview reasonable adjustments
- Attends interview with extra time

Offer
- Receives phone call with provisional offer
- Reviews offer on CS Jobs
- Ask questions related to job offer
- Accepts provisional offer on CS Jobs
- Inform current line manager
- Starts completing CSET transfer via Service Now

PEC
- Completes PEC forms
- Upload ID And right to work documents
- Respond to any requests for supporting information
- Check progress of pre-employment checks

Onboarding
- Accepts final offer
- Agree start date with manager

● Candidate journey step   ● Optional/variable step