

## FAQ Sheet

### Q. Can I apply to more than one location?

A. Some disciplines will have individual job adverts for the each of the locations that you can join. You can apply for more than one location. However, you must be able to commute easily to the location/office you choose.

### Q. Can I apply to more than one position?

A. It is better to focus on the specific role you have the most passion for. However, if you think you can show us your motivation for more than one position, and you fit the eligibility criteria, then you are welcome to apply for any position.

### Q. Can I re-apply to the same position the following year if I wasn't successful last year?

A. Yes. Please read the job advert to ensure you meet the eligibility requirements.

### Q. What does the application process look like for graduate and placement positions?

A. The general process is as follows; this may change depending on the role you have applied for:

Create a profile – Apply for the position and upload any documents necessary – Shortlisting - Assessment Centre or Interview with a presentation – Offer



#### Application

Click 'Apply Now' on the position you wish to apply for. Complete the application details and upload your CV.



#### Assessment Centre

If your application gets through shortlisting, then you will be invited to an in-person assessment center. This includes a group exercise, presentation and an interview.

or



#### Interview

You may be invited to attend an interview instead of an assessment centre. This will also include a presentation.



#### Offer

If you are successful, we will call you to make a verbal job offer, this will be made to you within 7 working days of your interview.

### Q. I graduated from university some time ago, can I still apply for a graduate position?

A. You can apply for our graduate programmes. However, we do also have professional roles available that may be of interest, our careers website is updated regularly.

### Q. I completed my studies some time ago, can I still apply for a placement position?

**A.** No. You will need to be in the process of gaining a degree. Our placement opportunities are for candidates looking to complete a sandwich year as part of their degree course.

**Q. Do I need work experience to apply for a graduate role?**

**A.** No, prior experience is not a requirement for our graduate and/or placement roles.

**Q. How do I apply?**

**A.** If this is the first time you are applying for a role with us, then you will need to create an account on [Career Opportunities: Sign In \(successfactors.eu\)](https://successfactors.eu). Once you have selected your preferred role click 'apply' and follow the step-by-step instructions.

If you require further assistance, you can either contact our recruitment team on [recruitmentuk@tatasteeleurope.com](mailto:recruitmentuk@tatasteeleurope.com) or you can find contact details of the recruiter for your preferred role in the 'What you will need' section of the job advertisement.

**Q. How can I send you my CV?**

**A.** We do not accept speculative CVs. You will need to create an account and upload your CV to apply for your preferred role.

If there aren't any roles of interest to you being advertised, you can sign up to receive job alerts via email. To do this; please sign into your candidate profile, click the 'Options' drop down, then click 'Job Alerts' and select the tick box 'Receive new job posting notifications'. This will save your preferences automatically.

**Q. I have forgotten my password, what do I do?**

**A.** On the Tata Steel UK [careers page](#) there is a link to register/sign in. Go to the sign in page and click 'Forgot your password?'. You will then be sent an email with instructions on how to change your password.

**Q. Why can't I submit my application? The apply button is not working.**

**A.** Ensure all the sections of your application have been completed. If a section has an asterisk (\*), then this means that the section is compulsory and must be completed to apply. If you have previously applied for this vacancy, then you will not be able to apply again.

**Q. I currently work in Tata Steel via an agency, how do I apply?**

**A.** You can apply for any vacancy via our careers on page the website, but please be sure to use a personal email address when applying rather than your Tata Steel email address.

**Q. Can I register my account with a work or academic email address?**

**A.** Please use an email address that you use frequently and readily have access to. We use this email address throughout the recruitment process to update you on your progress. If you lose access to this email, then we will not be able to contact you.

**Q. How do I change/update my email address?**

**A.** To do this please log into your account. Scroll down to the Profile Information section, edit your email address and then click save.

If you do not know the email address that you created your account with then you will need to create a new account.

**Q. Which web browser works best when applying for a vacancy?**

**A.** Any web browser will work; however, you may find it easier to apply on a device with a larger screen such as a desktop computer or laptop.

**Q. How long do I have to apply?**

**A.** The date on which each advert will close is set out in the job advert itself and will clearly communicate the latest date that you are able to submit your application to be considered for the role. You will have until 11pm on the advert closing date to apply for the position. Please take into consideration that some adverts may state that they will close earlier if they receive a large response. Ensure that you read the job advert thoroughly to not miss out.

**Q. How do I know when my application has been submitted?**

**A.** Once submitted, you will automatically receive an acknowledgement email advising that the application has been submitted successfully.

If you do not receive this confirmation, check your junk mail and that the email address you have provided is correct. If the email has been sent to your junk mail, it is advisable to set our email address as not junk, so any further emails sent to you do not go to your junk mailbox.

Alternatively, use the 'My Applications' link on the Recruitment Portal and ensure the application is listed. If your application is listed under the 'In progress applications' section, click on 'Update' and ensure that all sections of the application form have been completed, then click on 'Apply'.

**Q. Can I amend my application after it's been submitted?**

**A.** No, once you have completed your personal details on the application form, you are unable to edit it. However, you can amend or upload a replacement CV and/or certificates before the closing date. The most recently uploaded CV/documents will be the one visible to the recruiter.

**Q. How do I know if I have been shortlisted for an interview?**

**A.** Shortlisting usually begins shortly after the closing date of the job advert. If you are unsuccessful at the shortlisting stage, we will send you an email as confirmation of our decision. Regrettably, due to the volume of applications we receive, we are currently unable to provide individual feedback.

If you have successfully passed the shortlisting stage, you will be contacted by our Talent Acquisition/Resourcing team to arrange an interview. We will send a follow-up email if you do not answer/to confirm the interview details.

**Q. Will the interview be in person?**

**A.** Most of our interviews take place in person, however for some positions we do hold virtual interviews. For face-to-face interviews, you will be given directions to the interview location as part of your interview confirmation.

If you require any reasonable adjustments to be made, please mention these when invited to interview.

**Q. If the interview is to take place via video call, how will it be conducted?**

**A.** The video call will be conducted via Microsoft Teams.

If you require any reasonable adjustments to be made, please mention these when invited to interview.

**Q. Where should I report to for my interview?**

**A.** The time, date, interview panel and location of your interview will be clearly communicated to you at the time of being booked in and followed up in writing via email. Please click on your interview location below to find a map with directions to the sign in location. You need to sign into the site with security. The location of the sign in office varies depending on location and will be communicated to you on your invite.

[Port Talbot](#)

[Trostre](#)

[Llanwern](#)

Catnic

[Shotton](#)

Corby

Hartlepool

[Steelpark \(Wednesfield\)](#)

[Shapfell](#)

**Q. What is the dress code?**

**A.** The dress code is business casual unless informed otherwise.

**Q. Do I need my driver's licence and access to a vehicle before I start?**

**A.** This answer will change depending on where you will be based and the position you are applying for. Please check the requirements stated in the job advert. You can email [recruitmentuk@tatasteeleurope.com](mailto:recruitmentuk@tatasteeleurope.com) or you can find contact details of the recruiter for your preferred role in the 'What you will need' section of the job advert for more information.