

	Frequently Asked Questions
What happens after I submit my application?	All applications are shortlisted against the essential criteria for the role. Those successfully shortlisted for interview will be contacted by the HR team to advise on next steps.
How long after the closing date will I know if I have an interview?	We endeavour to contact all successful applicants within two weeks of the closing date to invite them to interview. If there is a delay in our recruitment we will contact you.
If I am not shortlisted for interview will you contact me?	No. Unfortunately, due to the large number of applications we receive, we are unable to contact applicants who are not shortlisted for interview. If you have not heard from us within four weeks of the closing date then your application will have been unsuccessful.
What does the selection process involve?	<p>The selection process will depend on the nature of the position. However, all posts will have at least one formal interview which may take place via phone, face to face or video conference e.g. Skype.</p> <p>Interviews consist of competency-based questions related to the role. For some positions exercises such as 'in tray' tests, presentations, written articles or psychometric tests may be included in the interview process.</p>
Special requirements	If you have any special requirements regarding interviews please email recruitment@cipfa.org advising what these requirements are or contact us on 0207 543 5600.
Will I be reimbursed for my travel expenses?	<p>Yes. CIPFA reimburses reasonable travel expenses incurred while attending interviews outside of the local area. A minimum value of £15.00 can be reimbursed for standard class train travel.</p> <p>Please complete a travel expenses form (Excel, 46 KB) and bring it with you to your interview.</p> <p>If you receive a job offer and subsequently do not take up the post no expenses will be reimbursed.</p>

How long after my interview will I hear if I am successful?	We endeavour to let all applicants know the outcome of their interview within five working days of the last interview being completed. If you have any queries regarding the status of your application please email recruitment@cipfa.org
Can I re-apply if unsuccessful?	Yes, unless stated in the advert, previously unsuccessful applicants are welcome to apply for all advertised posts. You can also sign up for job alerts.