

At the **Independent Monitoring Authority (IMA)**, we are committed to attracting talented professionals who are passionate about upholding citizens' rights. Our recruitment process allows fairness, transparency, and equal opportunities for all applicants.

Our Recruitment Process

1. Job posting and application submission

All vacancies are advertised on the [IMA portal](#), [Civil Service Jobs](#), [LinkedIn](#) and other relevant platforms. Each job listing includes role responsibilities, key criteria, salary details and benefits.

To apply, you must submit your application through our IMA portal including:

- **CV** outlining relevant experience and qualifications
- **supporting statement** or evidence of **behaviours** demonstrating how you meet the role requirements

The deadline for applications is clearly stated in each job posting.

2. Application screening

Our interview panel will carefully review all applications and then produce a shortlist of candidates that meet the essential criteria set out in the job description.

If we receive a high volume of applications the interview panel may make decisions based on a lead behaviour or criteria. Details of the lead criteria will be included within the advert.

3. Interview process

Shortlisted candidates will be invited to an in person interview, typically including:

Interview

You'll be asked behaviour and strength based questions based on [Civil Service Success Profiles](#).

Assessment - this may include:

- presentation on a relevant topic
- group discussion or case study task
- staff or stakeholder engagement exercise
- additional competency based questions

4. Provisional offer

If successful at interview, you'll be notified through email with a link to our IMA portal to accept the provisional offer. After accepting the offer, the onboarding process will begin.

5. Pre-employment checks

Before confirming an offer, we carry out essential pre-employment checks ([UK Government Baseline Personnel Security Standard](#)), including:

- right to work verification
- ID and Address
- employment history (including reference checks)
- criminal record
- additional security clearance (if applicable to the role)

6. Offer

Successful candidates will receive a formal contract once all checks are completed successfully and a start date has been agreed. Once you have reviewed your contract, if you accept the terms, you'll need to confirm this through the IMA portal.