

ICES RECRUITMENT OVERVIEW

Process

This is what you can typically expect during our hiring process:

- **Application Submission** – You have sent us your application via our recruitment portal (Talent Attract) and there is nothing more for you to do at this stage, besides be patient while we review all the applications. You should receive an automated message confirming receipt of your application. Keep an eye on the application deadline, as we won't be able to consider late submissions.
- **Sifting and Invitation to Interview** – Once the application deadline has passed, a panel (typically consisting of the hiring manager, HR, supervisor and/or peers to the role) will review applications based on assessment criteria for the position. If you have successfully been selected for an interview, one of our HR Officers will give you a call. Unfortunately, we are not able to contact all applicants, but you will receive an e-mail informing you of the outcome of our initial sift.
- **Interview with the hiring team** – The process will differ slightly for each role but typically there will be a 1-2 stage interview process. Sometimes there will also be a position-specific assignment/test but the HR Officer will give you all this information and let you know exactly what to expect at each stage and how to prepare. Depending on the role and individual circumstances, virtual interviews may be arranged as a part of this process.
- **Job Offer** – If successful, we hope you will come and join the ICES community. Unsuccessful candidates will be contacted by the HR Officer.
- **Onboarding** – Welcome to the Secretariat Family! The HR Officer will initiate an onboarding process once the employment contract is signed.

Timeframe

Here is what you can expect in terms of a typical timeframe:

- Week 1-3: Job posting & application submission
- Week 4-5: Initial application review & shortlisting
- Week 6-7: Interviews (one or two rounds) & assessment
- Week 8: Contract finalized and unsuccessful candidates notified

Commitments

When it comes to recruitment and employment of staff at ICES, our goal is securing the highest standards of efficiency, competence, and integrity, with due regard to geographic diversity. All employment decisions are made based on qualifications and organizational needs. ICES is committed to creating a diverse and inclusive environment of mutual respect. ICES welcomes candidates without bias towards gender identity, sexual orientation, race, religious, cultural, and ethnic backgrounds, or disabilities. Members of underrepresented groups in our science network are also encouraged to apply.

Please let us know if there are any reasonable adjustments we should be aware of for applicants with any disabilities. This is to ensure we provide the best experience for you to support your participation in the recruitment process.

Read more about how ICES handles personal data throughout the recruitment process in our [Privacy Statement](#).

We provide ongoing training and support for our employees to ensure that our workplace is one of respect, understanding and continuous growth. We firmly stand against any form of discrimination or harassment and encourage the reporting of any behaviour that violates our [Code of Ethics and Professional Conduct](#).