

# Sofology Application Process



Starting work at a new place can be daunting. So we've put together this quick guide to keep you up to date during every stage of the process. Because at least if you know what to expect, you can be prepared.

### 1. Find your perfect job

There's lots of great opportunities at Sofology. From our head office through to retail, warehouse and distribution – even graduate and apprenticeship schemes. So you'll have a range of exciting new roles to choose from.

To get an idea what it might be like to work here, take a look through our Sofology website and delve into our huge collection of comfy sofas. We're a family-run business which has gone from strength to strength - take some time to read up on our history, our values and our beloved Neal. It'll give you something to break the ice during an interview!

### 2. Get your application in

Once you've decided that you absolutely have to come and work with us, you can find your ideal role using the Vacancies tab. Search either by role or location (whichever is the most important to you) fill in a few personal details and upload your most up-to-date CV.

Need to make some changes? Don't worry. You can return at any time using your log in details (as long as the application close date hasn't passed!)

### 3. Let's have a chat

So if we like the look of you (and why wouldn't we?) we'll give you a call to get to know you a little better. We'll run through your skills and experience and talk about the role you've applied for in more detail. We want to be sure this is the role that's right for you, and one which will allow you to utilise all your talents and expertise. Once we both give the thumbs up, we'll pass your CV onto the relevant manager, who'll pull together a shortlist for an interview.

### 4. Pop in and say hello

We loved your CV and we really want to meet you for an interview. We'll let you know exactly where to go, when to arrive and who your appointment is with – just so you can get fully prepared. And if we'd like you to give a presentation, or carry out an assessment, we'll make sure you have plenty of notice to get things ready.



	You might be asked to...	If you're applying for this role...	How to get prepared
Competency Based Interview	Describe past examples of where YOU have illustrated a specific behaviour by carrying out YOUR specific actions/ responsibilities.	All roles across the business.	The "STAR" method is a simple way to do this. Use the Situation, Task, Action & Result headings for your answer.
Role Play	You will be placed in a scenario and assessed on how you deal with a specific situation.	Retail, Customer Services, Ops	Relate to past instances, how did you respond within a past role/experience?
Presentation	Using a Powerpoint presentation or hand-outs, you will be asked to present on a topic relevant to your assessment	IT, Finance, Marketing, Retail, HR	Ensure that your presentation is relevant to the topic, keeps the audience engaged and doesn't over run the allotted time!
Numerical Test	You will be set a timed test covering a range of mathematical questions, ranging from data analysis to manual calculations.	Finance, IT, Ops, Customer Services	Try some practice tests at <a href="http://www.shldirect.com">www.shldirect.com</a>
Verbal Test	You will be set a timed test to evaluate a number of statements/text and then answer related questions around your understanding.	Finance, IT, Ops, Customer Services	Try some practice tests at <a href="http://www.shldirect.com">www.shldirect.com</a>
Psychometric Testing	Your personality or behavioural style will be measured and analysed against a variety of situations. Please note that this will not be a sole tool used, it will be used in conjunction with other assessment methods.	All roles across the business.	Try some practice tests at <a href="http://www.shldirect.com">www.shldirect.com</a>
Group Activity	You will be asked to complete a task as part of a small group. This will illustrate how you perform in a team environment and how you interact with others.	Retail, Customer Services, Ops	Focus on the task/objective given to your group. Try to be as active as possible.

## 5. How did it go?

Once we've gone over your interview and any assessments or presentations, we'll give you a call to talk things over. It might be that you did really well, but perhaps your skills weren't quite right for this particular role. If this is the case, don't worry. We'll most likely keep your CV in our Talent Pool, so we can contact you again if a relevant role becomes available. Likewise – please let us know if you have any feedback for us. We're always looking to improve our business.

## 6. You got the job!

Congratulations! We think you're great, and we really want you to be part of the Sofology family. We'll give you a call to offer you the position and answer any questions you might have. We understand you might have a notice period, so we'll keep in touch and make sure everything runs smoothly. Where possible, we'll arrange for you to meet with your new team before you start, just to diminish any first day nerves!



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