

Introduction

The purpose of this guidance is to assist applicants wishing to apply for General Dental Council (GDC) vacancies using the online Cornerstone portal, available from

<https://gdc.csod.com/ats/careersite/search.aspx?site=1&c=gdc&r=1>

We strongly recommend prospective applicants to read this guidance before applying to GDC vacancies, as it does briefly cover our application process and provides support on how to use the online portal effectively.

Accessing Cornerstone

The GDC Cornerstone portal can be accessed via the above link. Any vacancies open for external application will be listed as following:

Current vacancies

If you'd like to be part of our team, please see our current opportunities below

- Case Review Officer
- Dynamics CRM Developer
- FtP Investigation and Development Lawyer
- FtP Legal Administrator
- Registration Support Officer

Clicking on the job title of the vacancy you wish to apply will open-up a copy of the Job Description, containing all the info about the purpose of the role, responsibilities, etc and will also provide info on the salary, location and more importantly, the closing date for applications. As a standard feature of the system, roles will expire 1 minute past **23:59 hours** of the closing date, so candidates are advised to allocate enough time to go through the application process. Prospective applicants are also advised that if the system is left inactive for more than 120 minutes, the portal will time-out and any unsaved work will be lost.

Applicants then have a choice to apply to the role by using their LinkedIn profile or by completing an online application, clicking on the orange "Apply now" button:

[Apply with LinkedIn](#) 

[Terms of use](#)

Haven't got a LinkedIn profile?

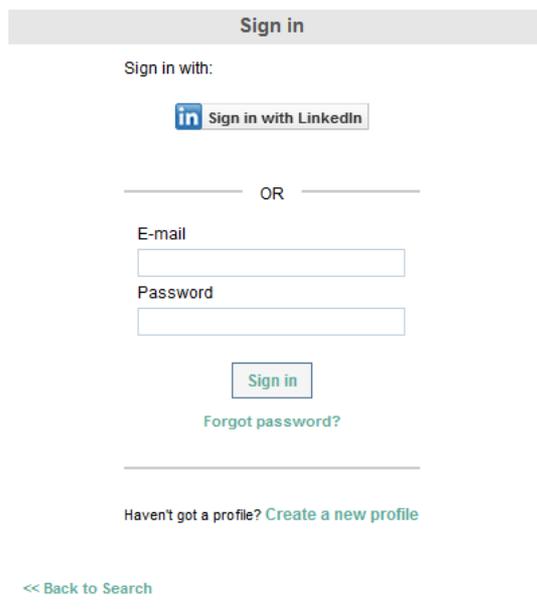
[Apply now](#)

[Add to Saved Jobs](#)

[Back](#)

Candidates wishing to apply using their LinkedIn profile **need to be aware** that if they have a “Private” LinkedIn profile, this will prevent Cornerstone from being able to operate effectively and take information from their profile, so it is suggested that a copy of their CV is also uploaded as part of their application.

On the other hand, clicking on the “Apply now” orange button will then open-up a sign-in page, as shown below:



On this page, **new applicants** will need to create a new profile. Existing applicants can simply log-in into the system and progress their application. Should you forget your password, please click on the “Forgot password?” button which will take you through the process of creating a new password.

Existing employees wishing to apply to vacancies restricted to internal applicants are advised to create a profile using a personal email address, when creating their Applicant Profile. This is to avoid any potential clash with their GDC work email address, as they may already be set-up on the system as users (e.g. for short-listing purposes, etc).

It is worth pointing-out that the system will recognise an internal applicant by the way they access the system (e.g, via the links on the Intranet), and not by the email address they chose to use. Because of this, existing staff are reminded that vacancies advertised internally only, are accessible at work, or at home by connecting through the network via a Citrix account.

Beginning an online application: DOs and DON'Ts

Once you have successfully created a profile/logged in the portal, you will see a welcome page, which we strongly advise all candidates to carefully read, before they begin their application.

The guidance page provides the following info:

The application process that we use is a standard competence-based evaluation, assessing suitability of candidates by comparing evidence provided in a personal statement against the Person Specification for the advertised role.

Whilst we appreciate that application forms can be time-consuming, we feel it is still the best way to extract information and see if people have the required skills and experience to do the job.

Setting out evidence to address Person Specification requirement

As we shortlist specifically against the Person Specification, it is essential you address each requirement individually. Each requirement is used as a heading and you should provide a specific and succinct example of how you meet it. The better and more relevant your example is, the better your chances are of being shortlisted. Applications which do not specifically address each person specification requirement will not be shortlisted.

Applicants are also advised that the “Submit Final Answers” button available at this stage would – in reality – save their answers and allow them to progress through the screen. For instance, applicants could then click on “Back” on the following page, to go and amend their answers. It is at this stage that they can also click on the “save and return later” button available.

Your Curriculum Vitae (CV)

As part of the Application process, you will be asked to provide a copy of your most up to date CV. The CV can be uploaded in a number of different options; however we suggest you upload a Word/PDF version using the “Upload a resume/CV from my computer”.

Prospective applicants are also advised that the system will ask them to review some of the data extrapolated from their CV into an electronic format. This step is mandatory (system requirement), however we wish to advise that the shortlisting panels will be able to view (and therefore short list) the Word/PDF document they have uploaded, as described in the previous paragraph above.

Hints & tips

To help you, here are some hints and tips to refer to when putting together your application:

DO:

- Read the job description very carefully before applying particular the section outlining required skills & experience
- Make sure that you definitely meet all of the essential requirements for the job
- Keep to the point, focusing on the quality of your achievements, not the quantity
- Use real examples refer to your previous role(s), describing the actions you took and the results you achieved
- Check thoroughly for correct spelling and grammar. If helpful then get a second opinion
- Be honest and factual
- Prove that you have done the homework and are motivated to work at the GDC

DON'T:

- Apply if you do not meet the requirements sought
- Bend the truth. If you are hired and it is discovered subsequently that you did not tell the truth when applying to work at GDC this could result in disciplinary action that might result in termination of your employment
- List all the one day training courses you have ever been on unless any of them are relevant to the job
- Write too much – be as concise and relevant as you can, if you can cut a word, cut it
- Purely rely on a spell checker
- Include a CV as well unless you have been asked to do so
- Use jargon or complicated language – simple is best

Also, to ensure you are not exceeding the characters' limit (the system does not provide an “as-you-write” word-count, and as the size of the boxes does not expand to show you the text you have entered, we **strongly advise candidates** to prepare their draft answers on a Word document.

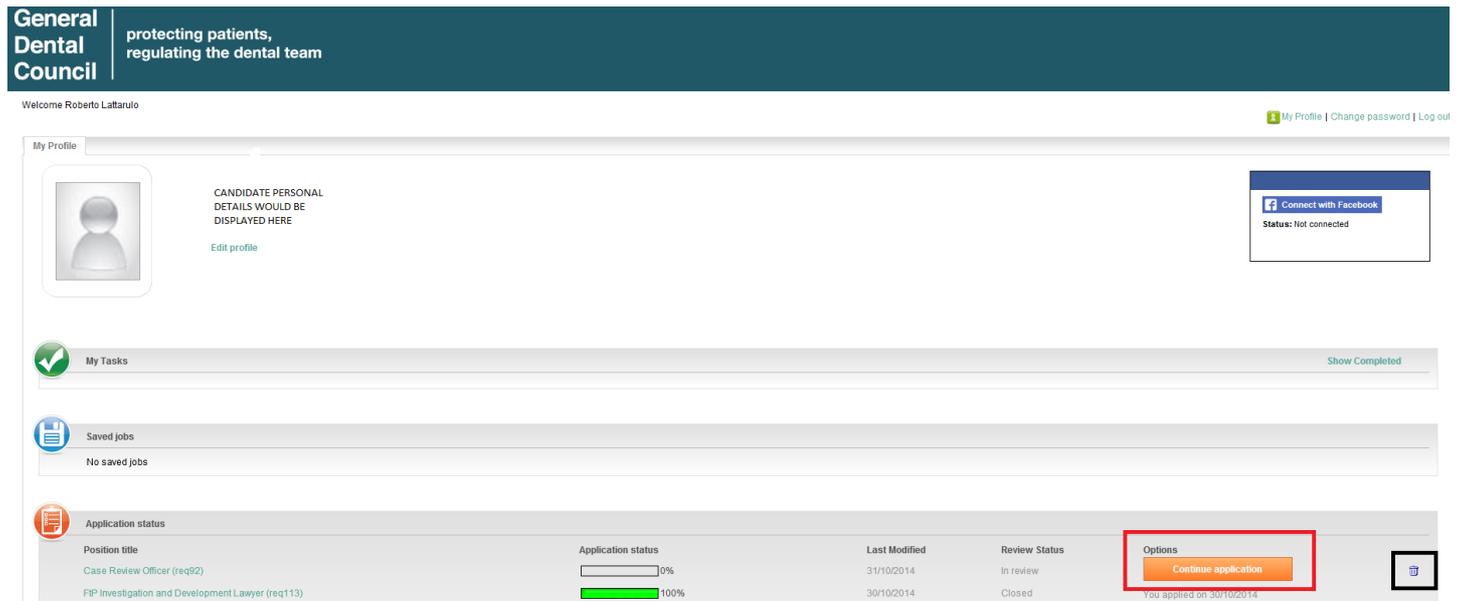
This will also be beneficial to those candidates who wish to bring a copy of their application to interview, as once the application has been submitted, applicants are currently not able to download a copy of their application.

Progressing through the online application

Once you have read the candidates' instruction on the Welcome Page, you can now begin the application process and move to the following pages, clicking on "Next" located on the bottom right corner of the screen:



Clicking on "Save and return later" will bring you to your Candidate Profile, which should look like this:



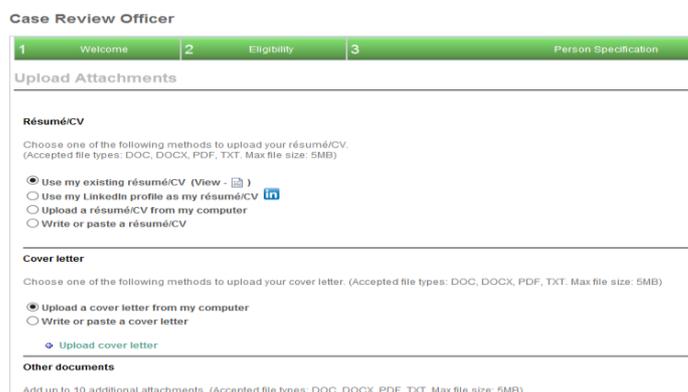
Position title	Application status	Last Modified	Review Status	Options
Case Review Officer (req92)	0%	31/10/2014	In review	Continue application
FP Investigation and Development Lawyer (req113)	100%	30/10/2014	Closed	

If you then want to continue your application, you will need to click on the "Continue application" orange button, highlighted in red, in the screen-shot above.

Alternatively, if you felt like no longer continuing your application, you could delete it by clicking on the rubbish bin icon, highlighted in black.

When candidates reach the "Person Specification" section, **they are strongly reminded** that – in line with the candidate instructions – they need to click on "Submit Final Answers" button to **save** their work, as until an application is submitted at the end, **no-one with exception of the applicant**, will be able to see any submitted work.

The following stage would be for the applicant to submit a copy of the CV, choosing one of the options provided, though we strongly suggest applicants to use the option of "Upload a resume/CV from my computer" option



Case Review Officer

1 Welcome 2 Eligibility 3 Person Specification

Upload Attachments

Résumé/CV
Choose one of the following methods to upload your résumé/CV. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

- Use my existing résumé/CV (View - [icon])
- Use my LinkedIn profile as my résumé/CV [icon]
- Upload a résumé/CV from my computer
- Write or paste a résumé/CV

Cover letter
Choose one of the following methods to upload your cover letter. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

- Upload a cover letter from my computer
- Write or paste a cover letter

[Upload cover letter](#)

Other documents
Add up to 10 additional attachments. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

Once applicants reach the CV stage, they will notice that the system extrapolates some information into a condensed version. This functionality is called “parsing” and does not replace the CV which a candidate would have submitted on the previous page.

Sometimes (depending on the formatting of the applicant’s CV) the portal might ask applicants to review some of the information, and would give an error-like message. Candidates are advised to try and amend these, but not overly worry about it, due to the reasons explained above.

Once this section has been reviewed, applicants **must** “check” the tick box shown below (underlined in red on the screenshot), in order to progress their application, by clicking on “next”:

Education & Qualifications

[+ Add new](#)

Qualification e.g. Degree or professional quals

The content on this page reflects your résumé/CV for all your applications. Please ensure that the content on this page is accurate before submitting.

Completing the Equality and Diversity questions and submitting your application

By now, you would have reached the final stages of the online application, which is to provide references and complete the equalities monitoring section. The GDC puts equality and diversity at the heart of our service and aims to reflect diversity in all of our work. In order to do this we collect information to monitor the types of applications we receive and the outcomes of those applications, to make sure our processes are fair and inclusive. We would like to encourage you to provide us with this information, which is confidential. It will be used for monitoring and reporting purposes only and stored anonymously in accordance with the Data Protection Act.

Compliance questions

1. Age:	<input type="text" value="Please Select"/>
2. Sex:	<input type="text" value="Please Select"/>
3. Primary Ethnicity:	<input type="text" value="Please Select"/>
4. Secondary Ethnicity:	<input type="text" value="Please Select"/>
5. Marital Status:	<input type="text" value="Please Select"/>
6. Religion / Faith:	<input type="text" value="Please Select"/>
7. Sexual Orientation:	<input type="text" value="Please Select"/>
8. Do you identify as transgender?:	<input type="text" value="Please Select"/>
9. Do you consider yourself as having a disability?:	<input type="text" value="Please Select"/>

And you will then need to progress to the final stage of the application, which is to submit your application:

Case Review Officer

1 Welcome 2

Submit application

Submit application

Clicking on “Submit application” will then bring you to your Candidate Profile, where this application will appear – alongside any other you have completed – and shown as below:



Application status				
Position title	Application status	Last Modified	Review Status	Options
Case Review Officer (req92)	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	31/10/2014	In review	You applied on 31/10/2014 

Should you wish for any reason to then “withdraw” your application, you will need to simply click on the curved arrow highlighted in red in the screen-shot above.

Considering submitted applications: next steps

Shortly after the closing date for a role, a selection panel will consider all applications received, and short-list them against the requirements of the role, as set-out in the Person Specification section of the Job description.

Short-listed applicants will then be contacted by a member of the Recruitment Team in HR to progress them to the following stage, which is normally a competency based, panel interview and an assessment, depending on the role.

Candidates who are unsuccessful at the application stage are normally notified through a Cornerstone generated email. Due to the volume of applications we receive, we are unable to provide you with any feedback on sifted-out applications.

March 2016