



WHAT TO EXPECT

Chessington
Garden Centre

Our Recruitment Process

We aim to recruit the right people for our business whilst ensuring that we are right for you! That is why our recruitment method is always a two-way process.

1. Browse our current vacancies and complete the on-line form. Or send us your CV to humanresources@chessingtongardencentre.co.uk informing us of which job you would like to apply for, making sure you include a copy of your CV.
2. We will review your application and we will let you know if you're through to the next stage. This will either be via email or phone and we will normally make contact within 2 weeks.
3. If you have been selected for an interview, we will ask you to come in at a time that is convenient. Interviews normally take anywhere between 30 and 60 minutes. We will ask you questions about you and your experience and we will ask you if you have any questions about the job or business.
4. We will let you know the outcome of your interview and next steps normally within 1 week.
5. We might invite you to a second interview before making a decision.
6. If we think you are a good match for us and we are a good match for you, then we will send you an offer letter and contract within 3 days. We will confirm your start date and all necessary information to welcome you into the team.

Onboarding

We know starting a new job can be nerve wracking and we want you to feel as informed and comfortable as possible.

During your first week, you will have an Induction with your manager or supervisor which will cover topics such as:

- Onboarding Paperwork
- Employee benefits
- Health & Safety
- Clocking in and out
- Facilities on-site
- Role-specific training
- General expectations around conduct at work

You will also be introduced to the team, shown around the site, and given specific training on your new role.

During the first 3 months, we will also complete probation reviews with you to find out how you are getting on and if you need any additional training or support.