

FAQ Sheet

Q. How do I apply?

A. Once you have selected your preferred role click 'apply now' and follow the step-by-step instructions.

You do not need to create an account if this is your first time applying, however if you want to update your account, you can at the following link: [Manage your profile - Tata Steel UK Careers](#)

If you require further assistance, you can either contact our recruitment team on recruitmentuk@tatasteeleurope.com or you can find contact details of the recruiter for your preferred role on the job advertisement.

Q. How can I send you my CV?

A. We do not accept speculative CVs. You will need to create an account and upload your CV to apply for your preferred role.

Q. Can I sign up for job alerts?

If there aren't any roles of interest to you being advertised, you can sign up to receive job alerts via email.

To do this; please sign into your candidate account, click the 'Info and alerts' tab, then click the 'edit' icon, where you can then select preferred job location and job category for your job alerts. You will then need to select 'I agree to receive updates about new job opportunities' this will save your preferences automatically and then select 'I agree to receive marketing communications'. You will then be signed up to email alerts for future new job opportunities.

Q. Why can't I submit my application? The apply button is not working.

A. Ensure all the sections of your application have been completed. If a section has an asterisk (*), then this means that the section is compulsory and must be completed to apply. If you have previously applied for this vacancy, then you will not be able to apply again.

Q. I currently work in Tata Steel via an agency, how do I apply?

A. You can apply for any vacancy via our careers on page the website, but please be sure to use a personal email address when applying rather than your Tata Steel email address.

Q. Can I register my account with a work or academic email address?

A. Please use an email address that you use frequently and readily have access to. We use this email address throughout the recruitment process to update you on your progress. If you lose access to this email, then we will not be able to contact you.

Q. How do I change/update my email address?

A. To do this please log into your account. . You can update your email address by selecting the 'Info and alerts' tab and then selecting 'Edit personal information'.

If you do not know the email address that you created your account with then you will need to create a new account.

Q. Which web browser works best when applying for a vacancy?

A. Any web browser will work; however, you may find it easier to apply on a device with a larger screen such as a desktop computer or laptop.

Q. How long do I have to apply?

A. The date on which each advert will close is set out in the job advert itself and will clearly communicate the latest date that you are able to submit your application to be considered for the role. You will have until 11.59pm on the advert closing date to apply for the position. Please take into consideration that some adverts may state that they will close earlier if they receive a large response. Ensure that you read the job advert thoroughly to not miss out.

Q. How do I know when my application has been submitted?

A. Once submitted, you will automatically receive an acknowledgement email advising that the application has been submitted successfully.

If you do not receive this confirmation, check your junk mail and that the email address you have provided is correct. If the email has been sent to your junk mail, it is advisable to set our email address as not junk, so any further emails sent to you do not go to your junk mailbox.

Alternatively, use the 'My Applications' link on your account and ensure the application is listed. If your application is listed under the 'Active job applications' section, you will be able to see the status of your application.

Q. Can I amend my application after it's been submitted?

A. No, once you have completed your personal details on the application form, you are unable to edit it. However, you can amend or upload a replacement CV and/or certificates before the closing date. The most recently uploaded CV/documents will be the one visible to the recruiter. You can update your CV on your account, by selecting the 'Info and alerts' tab and then selecting 'Edit personal information'.

Q. How do I know if I have been shortlisted for an interview?

A. Shortlisting usually begins shortly after the closing date of the job advert. If you are unsuccessful at the shortlisting stage, we will send you an email as confirmation of our decision. Regrettably, due to the volume of applications we receive, we are currently unable to provide individual feedback.

If you have successfully passed the shortlisting stage, you will be contacted by our Talent Acquisition/Resourcing team to arrange an interview. We will send a follow-up email if you do not answer/to confirm the interview details.

Q. Will the interview be in person?

A. Most of our interviews take place in person, however for some positions we do hold virtual interviews. For face-to-face interviews, you will be given directions to the interview location as part of your interview confirmation.

If you require any reasonable adjustments to be made, please mention these when invited to interview.

Q. If the interview is to take place via video call, how will it be conducted?

A. The video call will be conducted via Microsoft Teams.

If you require any reasonable adjustments to be made, please mention these when invited to interview.

Q. Where should I report to for my interview?

A. The time, date, interview panel and location of your interview will be clearly communicated to you at the time of being booked in and followed up in writing via email. Please click on your interview location below to find a map with directions to the sign in location. You need to sign into the site with security. The location of the sign in office varies depending on location and will be communicated to you on your invite.

[Port Talbot](#)

[Trostre](#)

[Llanwern](#)

Catnic

[Shotton](#)

Corby

Hartlepool

[Steelpark \(Wednesfield\)](#)

[Shapfell](#)

Q. What is the dress code?

A. The dress code is business casual unless informed otherwise.

Q. Do I need my driver's licence and access to a vehicle before I start?

A. This answer will change depending on where you will be based and the position you are applying for. Please check the requirements stated in the job advert. You can email

recruitmentuk@tatasteeleurope.com or you can find contact details of the recruiter for your preferred role in the 'What you will need' section of the job advert for more information.