

Raspberry Pi Foundation

# How we hire

## A guide for candidates

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# How we hire: A guide for candidates

## We're delighted that you are considering a career with us at the Raspberry Pi Foundation.

This guide is designed to give you clear insight into what we value, how we support you, and how you can perform at your best when applying for a role with us. We hope you find it valuable.

# Our recruitment process

We have designed our recruitment process to effectively evaluate a candidate's suitability for the role that they have applied for, while giving candidates a thorough insight into working at the Foundation.

Here is what to expect and what we're looking for at each stage of our process:

| Application | Phone screen (30 mins) | 1st interview (1 hr) | 2nd interview (1 hr) |
|---|---|---|---|
| **What to expect:**<br>Your application will initially be reviewed by The People & Culture team. If you meet the criteria for the role, the hiring manager will then review your application and determine a shortlist to invite for an initial phone call. | **What to expect:**<br>The phone screen takes place with the hiring manager. This will be a phone or video call.<br><br>We will check our understanding of your application and CV and answer any questions you may have. We will then determine a small number of suitable candidates to progress to the next stage. | **What to expect:**<br>This interview is with the hiring manager and another colleague, either online via Google Meet or in person.<br><br>You will undertake a work-based assessment related to the role before your interview. Full details will be shared with you in advance. | **What to expect:**<br>This interview is with the hiring manager and a member of our leadership team, either online via Google Meet or in person.<br><br>Depending on the role, there may be another work-based assessment to complete at this stage. |
| **We're looking for:**<br>In your application, we're looking for clear examples of how you meet the selection criteria. The screening questions will guide you to share the relevant details we're looking for.<br><br>If you mention you have specific experience in your screening question responses, make sure it is also referenced in your CV. | **We're looking for:**<br>A brief summary of your work history and skills related to the selection criteria, in your own words.<br><br>An understanding of what excites you about working at the Foundation.<br><br>We'll discuss practical alignment (such as working arrangements and salary expectations), so be ready to talk about these too. | **We're looking for:**<br>Concrete examples from your work history that demonstrate your expertise, and show us how you would perform the role requirements.<br><br>A well thought-out response to the assessment that hits the brief. The ability to explain your output, including reasoning behind your decisions, and any challenges you overcame. | **We're looking for:**<br>Alignment with our mission and values, and the ability to explain what your unique perspective and experience can bring to the team.<br><br>Self-awareness and reflection on your strengths, areas for development, and lessons learnt.<br><br>Use what you've learnt about the role throughout the recruitment process to showcase why you're the best candidate for the role. |

**Top tip:** You can learn about our work on our **website** and use what you learn during the whole application and interview process.

# Mastering the interview

We know interviews can feel daunting, so we've highlighted a few key tips to support you to show your best self:

- **Try to keep your answers succinct.**
  Using the STAR method can help with this.
  S = Situation (what was the context?), T = Task (what needed to happen?), A = Action (how did you approach the problem?), R = Result (what was the outcome, and what did you learn?)
- **Research us.**
  Look into our recent news, key products, and mission, to help you understand how the specific role you are interviewing for contributes to our objectives.
- **Review the job description before the interview**, and identify some core examples of how you meet the criteria that you can talk us through.
- **Share your thinking process.**
  We care just as much about how you'd approach a problem as we do about the final action you'd take.
- **If you don't have experience in a certain area, be honest.**
  We value authenticity, and we know many skills can be learned as you grow in the role.
- **Don't be afraid to ask the interviewer to repeat the question, or clarify what they're looking for in an answer.** We'd rather you understand what is being asked of you than provide an answer straight away.
- **Come ready with questions.**
  We believe in transparency and open communication and want to ensure this is the right fit for you and us.

# Our values: How we work

Our organisation's values guide our ways of working and shape the work that we do. We look for candidates who share our values and consistently demonstrate them through their career experience and work ethic. Please have a look below for more details:

**User- and community-led**

We are part of a global movement of young people, parents, educators, volunteers, makers, and businesses who share our mission and who bring it to life through their actions. We are active members of that community ourselves, as learners, mentors, and organisers.

We show up with humility and curiosity. We work hard to understand our users and communities and we co-design learning experiences and products with them that address their needs and aspirations. We proactively seek out user and community feedback and use it to improve our practice.

**Focused on impact**

We use research and evidence as the basis for everything we do. We invest time in learning from the best research in the field and we challenge ourselves to incorporate it into our work.

We are rigorous and transparent about the impact we are having. We use data to drive our decisions. We collect users' personal data only when we need to, and we are always open about when we are collecting personal data and why.

We are experimental. We test our ideas at a small scale, improve them in response to feedback, iterate quickly, and stop doing things that aren't working. We don't waste time or money.

We are a learning organisation. We make time to reflect on what we're learning and how we can apply it. We openly share what we are learning with others.

**Open and collaborative**

We are one team with shared goals. We assume good intent and we look out for each other.

We're generous with our expertise. We welcome feedback, even when it's difficult to hear, and we give honest feedback to each other.

We bring that same spirit of openness and collaboration to our work with partners and the wider ecosystem. We aim to play a leading role in building the movement for computing and AI education.

We ensure that all of the physical and online spaces we create, including our workplaces, are safe and inclusive spaces where everyone feels able to be themselves and contribute their best.

# Inclusive recruitment practices

We want everyone to feel valued and included at the Foundation, starting with our recruitment process.

We value diverse perspectives and encourage applications from individuals of all backgrounds. For this reason, we offer flexible working options for **all** roles, provide reasonable adjustments throughout the process, and use structured interviewing to ensure we are fair and objective in our assessment of candidates. There will also always be two interviewers in the first and second interview stages, which means one person alone is never deciding on your candidacy.

We also collect and report on anonymous candidate data to help us track and broaden the diversity of our candidate pool.

# Reasonable adjustments

We recognise that some candidates may need some adjustments during the interview process, and we are happy to accommodate these where possible. Any adjustments you ask for won't affect our decision in any way. Our aim is simply to make the process accessible to everyone

**Examples of adjustments include but are not limited to:**

- Sharing a sample set of interview questions prior to the interview
- Providing extra time to complete work-based assessments and extending the length of the interview if needed
- Using open captions in online interviews for those who are hearing impaired
- Offering confidential conversations to discuss a candidate's complex needs before an interview
- Providing interview preparation materials in large print, high-contrast text, or specific fonts
- Offering specific interview times to accommodate medical schedules, caregiving responsibilities or travel needs, etc.
- Moving the location of an interview for candidates who have accessibility requirements, or conducting the interview online instead of in person

We prompt candidates to tell us if they need an adjustment at all stages of the interview process, so feel free to discuss your needs with us at any point.

# Candidate use of AI

We recognise that candidates may use AI tools to support their job applications.

We use AI tools to support our work at the Foundation, and value the enhancements they can provide. However, human judgement always drives our decisions, and authenticity is at the core of everything we do. It's important to us that candidates' application and work-based assessment is their own, and reflects their real work and achievements.

Here are some examples of acceptable and non-acceptable uses of AI in our recruitment process:

| Acceptable | Not acceptable |
|---|---|
| Use AI to help you come up with ideas or a starting point | Don't use AI to fully generate applications or work-based assessments |
| Use AI to help structure your thoughts, or to draft practice interview questions | Don't use AI to inflate or invent experience and skills |
| Use AI to proofread or polish material written in your own words | Don't use AI to generate live answers or scripts during interviews or live assessments |
| Use AI to research relevant industry trends or context | Don't use AI to misrepresent work as your own original output |

**Top tip:** The best applications are personal, authentic, and uniquely human.

# Our safeguarding commitment

At the Foundation, we are committed to safeguarding and promoting the welfare of children and young people, and we expect all employees and volunteers to share this commitment.

Everyone appointed to a role at the Foundation will be required to undergo a background check to confirm that they are a suitable person to work with children. Further background checks will be made at regular intervals thereafter.

# Interview FAQs

**Q: What is the dress code?**

**A:** We want you to feel comfortable, so wear what makes you feel professional and ready to perform at your best. At the Foundation we dress smart casual and don't wear suits day to day.

**Q: How quickly can I expect to hear back after my interview?**

**A:** We aim to get back to candidates with feedback within a week, but it is often sooner. If we're unable to update you within that timeframe, we'll let you know by email.

**Q: What type of feedback will I get?**

**A:** Unfortunately, as we receive high numbers of applications, we are unable to provide individual feedback to everyone that applies but is not selected for further consideration.

We try to provide individual feedback where possible after phone screens. We will always provide personalised feedback after the first and second interview stages. Regardless, you will always receive an email update to let you know if you have been successful or not, at every stage of the recruitment process.

**Q: I can no longer access the job description as the advert has closed. How do I find this?**

**A:** Please email our recruitment team at **recruitment@raspberrypi.org**, and we'd be happy to send you a copy of the job description to help you prepare for your interview.

**Q: When do I need to submit my work-based assessment?**

A: If we have not specified a deadline on the brief, please submit your assessment 24 hours before your interview is due to take place.

**Q: Do you have parking at your Cambridge (UK) office?**

A: Unfortunately, we are unable to offer parking onsite as we need to reserve spaces for colleagues. We'd be happy to recommend local parking spots — just ask our recruitment team.

**Q: I want to learn more about the Foundation. What information is available and where can I find it?**

**A:** You can find lots of information on **our website**. You might be interested to read some of our **blog posts**, learn about how we **make an impact** through our mission, or **meet our team**.

# Best of luck

Thanks for considering a career at the Raspberry Pi Foundation. We hope this guide has been helpful, and we look forward to meeting you during the interview process.

You can find more information about what it's like to work for us on our **careers page**, including testimonials from colleagues across the Foundation's teams and global locations.

If you have any questions or would like further information, please reach out to our recruitment team at **recruitment@raspberrypi.org**, who will be happy to help.