

Ahead Together



# Frequently Asked Questions

UK Recruitment

## Reasonable Adjustments

### How can I request assistance in applying for a role if I have a disability?

- For direct hire jobs email [ukdiversity.recruitment@gsk.com](mailto:ukdiversity.recruitment@gsk.com) or call us on 0808 234 4391.

### What would happen if I require a reasonable adjustment during the application stage of the process due to disability?

If you require an adjustment, your sensitive information will remain confidential and processed in compliance with our [candidate privacy notice](#). Your information will not be shared with the hiring manager unless you decide to disclose this to them yourself.

### What would GSK be able to provide if I required a reasonable adjustment?

Reasonable adjustments are tailored to each individual's needs. During the recruitment process, these adjustments are provided to address any disability-related disadvantages. After receiving a job offer, our Workplace Adjustments Service and Employee Health and Wellbeing Team will collaborate with you to ensure you have the necessary support to excel in your role.

## Application Process

### How can I find out about the status of a current application?

We ask that you do not send an email to the mailbox or call the contact number in the advert. The best way to get an update regarding your application is to log in to your profile <https://jobs.gsk.com/1/login> and navigate to your applications, there you will be able to select a role you have applied to and view the current status.

### Can I apply for multiple roles?

For direct entry roles, you can apply to multiple jobs. We strongly advise you to evaluate what suits you best and encourage you to explore the various listings that align with your skills and interests.

## Application Process

**When sending my application I received an error – can you check if it has come through successfully or should I resend it?**

If you have successfully submitted your application, you will receive an automated email. Please check your spam/junk email folder. If you have not received this email, we recommend that you re-apply.

**I forgot to attach my CV or additional documents, is there someone who can manually upload them?**

Prior to submitting your application, we ask you to do all final checks as once it is submitted there is no mechanism for GSK to add further documents.

**Do real people review my application as I applied to an experienced hire role and was rejected on the same day?**

All experienced hire UK job applications are reviewed by a recruiter.

**I would like to work for GSK in the future. Can I submit my CV now to be considered for future roles?**

Thank you for your interest in GSK, we encourage you to apply for roles that are currently listed. Due to GDPR we do not take speculative CVs.

**What is the salary range for a role? Having this information in advance will help me determine whether I want to apply.**

The salary range for the role is competitive and aligned with industry standards. We strive to offer a competitive comprehensive package which includes base salary, pension, healthcare, bonus and for leadership roles, shares and car allowance. We encourage you to apply for the position and to have these discussions with the Recruiter.

**Which GSK office would I need to go to for my interview?**

Almost all of our recruitment process is conducted virtually. Although, you may be asked to attend an interview in person dependent on the role you applied for.

## Application Process

### Can I apply for a job via the [ukdiversity.recruitment@gsk.com](mailto:ukdiversity.recruitment@gsk.com) email address?

No, the email address is not an application portal and is only to be used by candidates wishing to discuss their disability adjustment requirements.

### If I apply for a role via [ukdiversity.recruitment@gsk.com](mailto:ukdiversity.recruitment@gsk.com) what happens to my application?

Unfortunately, your application cannot be progressed via this route and therefore such emails will be deleted, if you wish to apply for a role/s and be considered please apply via the correct route. The [www.gsk.com/careers](http://www.gsk.com/careers) link will take you to the application portal, search for the position/s and make your application via this site.

### Why is it necessary to inquire about my ethnicity, gender, and disability status?

GSK is an equal opportunities employer and this information is used for equal opportunities monitoring. This information helps us to better assess the accessibility of our recruitment processes. Your response is voluntary and your answers are confidential, hiring decisions are based on merit and your answers will not impact your application. Your answers will be processed in accordance with our [candidate privacy notice](#).

### The GSK Careers site no longer has the advert available, but I can see it on LinkedIn with an application deadline in the future – how do I apply?

Generally, clicking on the LinkedIn link to a role will typically redirect you to the appropriate page on our career site. If that is not the case, the job listing has closed, and there is a delay between LinkedIn recognising this. If this happens unfortunately we cannot accept further applications.

### I have applied for a role at GSK, and I haven't heard back – why?

Due to the large volume of applications we receive, there may be a delay in us getting back to you or you may have received an automated reply that may be in your spam / junk folder. Do also log into your profile <https://jobs.gsk.com/1/login> and navigate to your applications, there you will be able to select a role you have applied to and view the status.

### I have applied for a role at GSK and was not successful. Could you provide me with feedback?

If you have reached the interview stage with us, please do contact your recruiter about feedback.

## Application Process

My recruiter called me, I missed the call, and they didn't provide a contact number so I am calling the number in the advert but can't reach them there. What should I do?

If you have missed a call from a recruiter, please wait for the recruiter to reschedule a call with you.

My recruiter sent me an email and when I responded they never came back to me, so I am calling to follow up on it.

Due to the number of applications we receive it may take some time for your recruiter to reply. Please be patient, they haven't forgotten about you and will reconnect with you soon.

Why does your application and recruitment process take a significant amount of time?

While we do try to streamline our recruitment process and applications for candidates, there are a multitude of factors we must consider when a candidate applies for a role. That is why we are transparent about the selection process and timelines which help candidates understand the status of their applications.

I saw an advert on LinkedIn for a job at GSK, can you share any more information about the role, such as the job description?

Please visit the [www.gsk.com/careers](http://www.gsk.com/careers) site and search for the job title, you will find additional information there. If you cannot locate the role, it may be that the job advert is no longer posted.

Does GSK offer work visas as I don't currently have a visa to live and work in the UK?

GSK UK is a Home Office approved employer and can offer certain sponsorship of work visas in line with UK immigration guidance and UK law for eligible candidates who meet all the criteria at the relevant time. Sponsorship would also be based on business needs.

## Application Process

### The deadline to apply on the advert was XXXX days from now but it is now closed – Why? Can I still apply?

Some job listings may close due to reaching applicant capacity or have an automated posting timer. We apologise for any inconvenience caused and appreciate your interest in our roles. We recommend regularly checking our GSK Careers site at [www.gsk.com/careers](http://www.gsk.com/careers) for similar roles that may be of interest.

### The advert was available in the morning but when I checked in the afternoon it was gone, but the deadline was in the future – what happened? How can I apply?

Our job listings are automated postings, and so close once they have been up for a certain number of days. Please make sure to apply early to avoid future disappointment.

### I have applied for a role at GSK and was not successful. Can I reapply?

Thank you for your continued interest in GSK. We do recommend that you wait six months before reapplying for the same role if you have previously been unsuccessful.

### Can you send me a copy of the job description?

We suggest you take a copy of the job advert to which you have applied, as once the role is closed the job advert will no longer be available.

### How do I find out about how my information is being processed?

If you have questions about the processing of your personal information, please click [here](#) to access our online candidate privacy notice.

### I have concerns regarding the recruitment process, how do I make a complaint?

To raise a concern about misconduct, possible breaches of our code of conduct or other company policies or procedures, and suspected violations of laws and regulations, we ask you to use our [Speak Up](#) channel. The GSK Speak up channels allows anyone, whether working for GSK or not, to speak up. We encourage you to identify yourself and engage with the process to support GSK's investigation regarding your concern. Your privacy will be maintained in accordance with applicable data protection laws.

## Hybrid working

### Do you offer remote/hybrid work?

The availability of [hybrid working](#) depends on the job type you have applied for. If offered, it will be specified in the job advert.

## Early Talent

### Do you have Early Talent FAQs?

Yes, frequently asked questions for our Early Talent Programmes can be found here: [Early talent FAQs | GSK](#).