Success profiles – applying for a job

From identifying the right job opportunities for you, to understanding the Success Profiles recruitment process and making your application stand out, there are many factors that will determine whether you're successful in getting the job you want.
This topic will help you present yourself at your absolute best when applying for another Civil Service role. You'll learn the crucial ability to provide evidence in a way that relates directly to the job specification as well as other important skills that will help improve your chances of success.

Description

Civil Service recruitment is based on the Success Profiles framework, which assesses candidates against five different elements – ability, technical skills, experience, strengths and behaviours. This digital topic has been designed to introduce you to Success Profiles, the types of application you might come across and how best to respond to them.

You'll start with a self-assessment exercise on how to go about applying for a job. You will then be given advice on completing an application successfully, followed by practical online exercises which look at example applications and consider how they could be improved. You will also look at the process from the recruiter's point of view.

What does it involve?

This all-digital topic features a number of bite-sized online learning activities, including tutorials, videos and reading material. These introduce you to Success Profiles, types of application and structuring your writing. You'll also hear real recruiters talking about what they look for in an application, the common mistakes applicants make and how to make your application stand out. These are accompanied by a series of practical online exercises including reviewing real Civil Service job applications and considering what makes them strong or weak, and rewriting some poorly written examples. Finally, you'll be put in the recruiter's shoes, presented with a number of applications and asked who you would appoint and why.

What's the outcome?

Completing this topic means you'll be able to reflect on how you currently approach applying for a job and consider how you want to progress your career. You'll learn how to set up job alerts on the Civil Service Jobs website so you don't miss out on suitable roles. You'll also be able to write structured examples that describe how you meet the Success Profile set out in the job specification. By understanding what recruiters are looking for, you'll improve your chances of progressing to the next stage of the assessment process.