



Civil Service

National Careers Week



Contents



1. What jobs are available in the Civil Service?



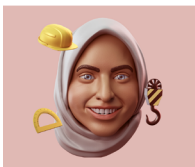
2. What are Civil Service Success Profiles?



3. How to write a CV.



4. How to write a Personal Statement.



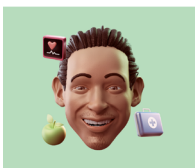
5. How to write a Civil Service Behaviour example



6. Application Process



7. Interview and Assessment Process



8. Top 10 Tips



1. What jobs are available in the Civil Service?

What is the Civil Service?

The Civil Service is a national organisation, located throughout the UK, with offices all around the world. We deliver public services and support the government to develop and implement its policies.

The work civil servants do touches all aspects of life in the UK, from education and the environment, to transport and defence. Together, we ensure the effective running of government and provide the best possible services to the public. You could be working as a vet, a customer service adviser, a weapons engineer, a marine biologist or a web developer, to name a few. Whatever you do, and wherever you work, a job in the Civil Service is an opportunity to make a difference.

Joining the Civil Service

There are a large number of different careers available in the Civil Service. A good place to learn more is at our [careers front door](#). If you are unsure about what Civil Service career might interest you, we developed a [career matcher questionnaire](#) that might help you to work out what you would enjoy doing. It takes less than 5 minutes to complete and shows you areas in the Civil Service that could be a good fit for you.

How do I apply?

You can apply for Civil Service jobs via the [Civil Service Jobs website](#), where you can also manage your job applications.

You can also set up job alerts via email for jobs in your local area, or for areas of work you are interested in.





2. What are Civil Service Success Profiles?

Links: <https://www.gov.uk/government/publications/success-profiles>

Civil Service Success Profiles

The Civil Service recruits using a skills, abilities and experience framework called Success Profiles. For each job we advertise, we consider what you need to demonstrate to perform successfully in the job. This gives us the best possible chance of finding the right person for the job and gives you an opportunity to

demonstrate what you can bring to it.

Our Success Profiles framework is made up of five elements: Behaviours, Strengths, Ability, Experience and Technical. The hiring manager for each advertised job will decide which of these they will ask you for evidence about.

When applying for a job, always make sure you read the job description carefully to see what Success Profiles elements are required for the job you are applying for. There are separate guides to each of the elements, which will give you more information about what and how you can demonstrate specific requirements.



3. How to write a CV.

For some jobs you will be asked to provide a CV (curriculum vitae) as part of your application. This is a document that allows you to summarise your education, work history, skills and experience which relate to the job you are applying for. Your skills and experience will be scored against the essential criteria in the job advert so make sure your information is relevant to the job.

Your work history can include paid work, volunteering work and/or work experience through school or college. You can also mention experience you have from in school, college or hobbies and clubs you have been involved in.

For example, if you helped organise a school trip or arranged a charity event you can highlight the skills you used.

Remember your CV is a chance to sell yourself. So if you're telling us about your employment history, don't just tell us where you worked, and for how long. Tell us what you did there and what impact you made.

When applying for jobs in the Civil Service you will be asked to enter information from your CV on to the online system. The easiest way to do this is to copy and paste the relevant parts of your CV into your application.



4. How to write a Personal Statement.

How to write a Personal Statement

For some jobs you will be asked to provide a personal statement. The purpose of a personal statement is to showcase your relevant skills and experience against the job requirements. The statement is your opportunity to give examples of how you fit the requirements of the job. When writing a personal statement it is important that you:

- Read the job specification so you are clear about the job requirements.
- Outline the skills and experience that you have that are relevant to the job and use examples to help demonstrate this. Wherever possible include specific facts and figures that demonstrate the tangible results of your work.
- Keep to the word limit. If your statement is too brief it will not provide the required depth of detail and evidence to be assessed fully.
- Proof read your statement before submitting it to make sure it is clear, easy to read and relevant.





5. How to write a Civil Service Behaviour example

What are Civil Service Behaviours?

Links: More Information on Civil Service Behaviours: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf

Advice on the STAR structure: <https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method>

The Civil Service **Behaviour** are one element of the Success Profile. These are the things that people do that result in effective performance. An example of a Civil Service behaviour is 'Making Effective Decisions'.

For some jobs you will be asked to consider the specific behaviours that are important for the job (these will be detailed in the job advert). Behaviours can be assessed in a number of ways and at various stages of the recruitment process. At the application stage, you may be asked to give examples of how you have demonstrated a particular behaviour. This might be at work or somewhere else such as work experience, volunteering or in connection with a hobby.

How to provide evidence of a behaviour

Please take your time to read and understand the Civil Service Behaviours. This will provide you with an overview of the behaviours and give you a greater understanding about what we are looking for in the job.

Think about everything you have done and achieved which relate to the specific behaviours you are being asked for. The more recent your examples the better, but you don't necessarily have to make all your examples work related. You can also include achievements from outside work, for example in a voluntary capacity. You must choose examples that enable you to describe specific things you did, not what your team did or what your work area did. Think of examples that:

- clearly demonstrate the behaviour and the details that underpin it.
- will allow you to explain in some detail what you personally did
- had positive results, although less successful examples can be used if you can demonstrate the lessons learned and how errors would be avoided in future

Using the STAR model (Situation, Task, Action, Result) may help you present your evidence.

Other Steps of the recruitment process:



6. Application Process

Links: Civil Service Online Tests Information & Practice Tests: <https://www.gov.uk/guidance/civil-service-online-tests>

What to expect next?

The recruitment process, and what evidence is asked for, varies depending on the job you are applying for.

Typical stages to recruitment include:

1. basic application for the job - registering your application and details
2. application form - you may be asked to provide a CV, statement of suitability, behaviours evidence
3. interview - the final stage, where you meet

the hiring manager and are asked a range of questions

In addition, you may be asked to complete further stages, such as:

Online tests: When you apply for a job in the Civil Service, we may want to assess you using a psychometric test. Tests are an effective way of assessing people fairly, consistently and transparently. You may be asked to complete one or more of these - we'll say whether this is the case on the job advert. No specialist knowledge or experience is needed for our tests. You can find out more about online tests including practice tests and guidance videos here: [Civil Service Online Tests](#)





7. Interview and Assessment Process

Links: More information on Civil Service Strengths: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717274/CS_Strengths_2018.pdf

Video interview: Some recruitment campaigns include a video interview, rather than over the phone or in person. There are two types of video interview: a regular face-to-face interview in real time via a video feed, or a pre-recorded interview where you will be asked to pre-record answers in response to interview questions presented to you via an online platform.

Final interview: Part of the assessment process will usually involve an interview. Generally this will be face to face in person or via a video.

The purpose of all interviews is the same: to assess your suitability for the job. An interview will usually last 45-60 minutes and you may be asked to describe specific occasions when you have demonstrated a certain skill or behaviour. Before you attend an interview, look carefully at the job description and think about examples you can give of times when you have previously demonstrated the behaviours outlined. You may also wish to consider how you would handle similar situations in the future.

You may also be asked questions about what interests you and what you enjoy doing. These questions will help the interview panel assess your strengths and preferred style of working. Strengths are one of the Success Profiles elements.

The Civil Service Strengths Dictionary will give you an idea of the strengths we look for in the Civil Service, although you will never be expected to demonstrate all of these for one job. Before the interview it would be helpful to reflect on what you feel are your personal strengths and preferred ways of working.

Assessment Centre: An assessment centre will usually consist of a combination of different selection methods, such as an interview, a presentation, written exercise and/or role play exercise. Details of which selection methods will be used and what to expect on the day will usually be given in the letter inviting you to the assessment centre.

Feedback: Once you have completed the recruitment process, we will then be in touch to let you know the outcome. At this final stage we encourage you to ask for feedback, regardless of the outcome as this can help you in the future.



8. Top 10 Tips

Introduction: <https://vimeo.com/684974411>.

Tip 1: <https://vimeo.com/684974429>.

Tip 2: <https://vimeo.com/684974446>

Tip 3: <https://vimeo.com/684974458>

Tip 4: <https://vimeo.com/684974475>

Tip 5: <https://vimeo.com/684974494>

Tip 6: <https://vimeo.com/684974517>

Tip 7: <https://vimeo.com/684974525>

Tip 8: <https://vimeo.com/684974537>

Tip 9: <https://vimeo.com/684974551>

Tip 10: <https://vimeo.com/684974566>



Civil Service

Contact us

Should you like to contact us for more details or help, please email civilservicecareers@cabinetoffice.gov.uk.

