Guidance for Candidates

In order to be considered for this role please complete the shortlisting questions which are part of the application form. It is an important part of your application as it will be used during shortlisting to assess whether or not you meet the essential requirements for the role that are set out in the person specification for the job and whether you may be offered an interview. We feel we can be much better informed about a candidate's suitability if they can draw on their personal experience to answer these questions, rather than by writing traditional 'supporting statements.'

Top tips to help you answer these questions:
- Think carefully about how you can answer the questions by considering what you have done in the past
- If you do not have relevant work experience, think about skills and knowledge you developed at school, home, college, through voluntary work or in a hobby that you can transfer to the workplace
- Provide practical examples of real life situations of when and how you used your skill, knowledge, or experience
- If you do not have an example in which you <u>participated</u>, try to find an example which you <u>observed</u>, and illustrate your skills through analysis
- Use the questions as a guide and the STARR model below to help structure your answers.

STARR Model
The model below may help you structure you answers.

Situation	Briefly set the context for the activity you are describing and make it relevant to the job you are applying for
Task	Briefly describe what you did or observed
Action	Explain what was done, how and when it happened. Tell us about the processes used, the reasons for the choices made and the key things done to deal with the situation
Result	Tell us what the outcomes were and what difference they made. Were all the desired outcomes achieved?
Reflection	Be self-analytical. Do not be afraid to use examples where it could have been done better, so long as you can explain, in hindsight, how you think it might have been completed more successfully.

You should use no more than 250 words for each answer if you can. *(To give you an idea, the first two paragraphs of the guidance above is 208 words.)*

Kirklees
COUNCIL