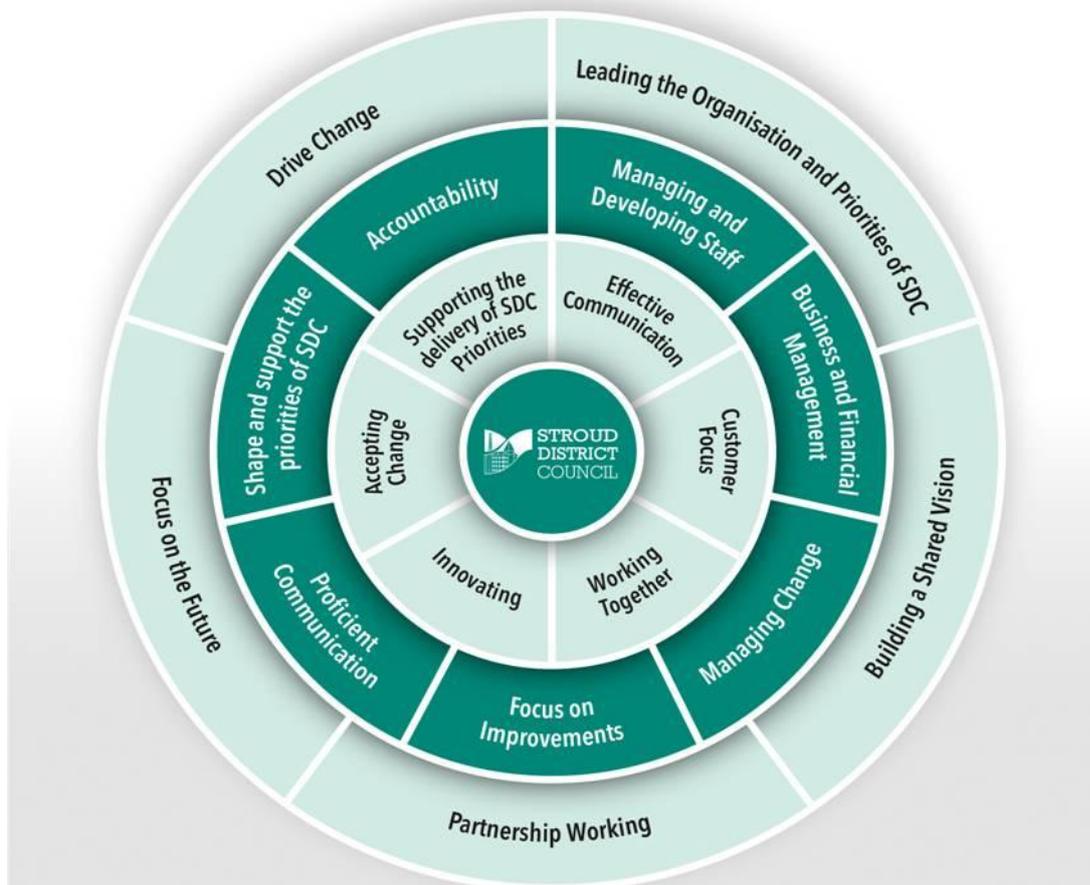


## Application Process

### **Our Competencies**

We have defined the skills and attributes of our employees in the form of a Competency Wheel to ensure our employees meet and exceed our corporate behaviours, and continue to enable the organisation to move forward. This framework will be used for the entire employment lifecycle and will be used to attract, retain and develop our staff.



### **Equality and diversity underpins all competencies.**

As you can see in the image above, we have grouped the behaviours into 3 tiers

- All employees (core competencies in the centre)
- Management tier (second tier)
- Leadership Team (the outer tier)

The expectation is that the core competencies are delivered by all employees regardless of grade or service area. The other tiers in the framework all build on the core competencies and the differentiator is the level at which this competency is delivered. To read more about our competencies and what they mean please click [here](#).

## ***Applying to work with us***

In applying for a position with Stroud District Council we will assess you against our competencies at application, interview, and throughout your career with us through our performance management processes and 121 system. Our recruitment processes for this comprises of three stages:

1. Application Form
2. Telephone Interview
3. Face to face, competency based interviews

At each of these stages, we want to get the best out of you to assess your suitability to the role and the Council.

## ***Application Form Tips***

On our application form you will see we provide you the space to tell us about your experience which demonstrates your ability to meet our competencies framework. The short listing is based purely on 'Section 3' of our application form, and we want you to demonstrate how you meet the skills and behaviours required for the role.

Top Tips for applying for a role:

1. Take time to read the Job Description and Person Specification carefully, and scan over the layout of our application form to start collecting your thoughts.
2. Feel free to contact the recruiting officer to find out more about the role if you have any questions or queries
3. Consider your experience in relation to the criteria in the person specification; start to generate some examples of how you meet these.
4. Pay particular attention to the '**essential**' criteria – your application form should demonstrate how you meet each of these to be able to progress to the next stage. If it helps, use the points to help guide your paragraphs so it is clear of the skill, knowledge or competence you are demonstrating.
5. Remember we need to see examples of how you have demonstrated the behaviour, so talk about how you've put your skills into action!
6. For the purpose of SDC's application form, only use the space provided as we do not accept CV's or any additional pages.
7. Check your application form for errors before submitting your application.
8. Demonstrate enthusiasm for the role, it is great to see people with a genuine interest and drive to work in their field and for the Council.
9. Make sure you have checked your references details, if you are successful we look to send the requests as swiftly as possible and ensuring we have the right information is critical to ensure a smooth and efficient process.
10. Don't be afraid to ask for feedback if you aren't shortlisted for interview, we are happy to guide you in how you could improve next time!

***Remember, the application is an example of your communication skills!***

## ***Interview Process***

Firstly, your telephone interview will be with a member of the HR Team. They will get an idea of who you are and if you meet some of the key criteria of the role. You will also, at this stage, be asked to complete a psychometric survey.

Next, if you are successful in the first stage, you will be invited to attend a formal competency based interview. This will usually be with a member of the HR Team along side a Manager from within the service. When you are invited to attend for interview the format for the day will be explained to you.

Top Tips at Interview:

1. Do your preparation! Review all of the documents about the role and the day ahead of time, if you haven't got a copy HR are able to send them to you on request.
2. Check you know your way to the interview location, it's really important to be on time!
3. Prepare examples of how you would demonstrate meeting the areas in the person specification, one way you can prepare for this is using the 'STAR' model.

SITUATION – Here you would set the scene

TASK – Tell us what your task involved

ACTION – Describe what you did to address your task

RESULT – What was the outcome of the actions?

Through using this technique you are guiding us through the stages of the process you have followed to show how you meet the competency. Each competency and technical area is usually assessed separately; therefore it is important to give **relevant** examples that are specific to the question.

If you are not sure of the competency we are testing don't be afraid to ask.

4. If you have any questions about the role at interview, ask the interviewer!
5. Request feedback, in the event you aren't successful we are happy to provide feedback from your interview to help you in the future.