Defence Equipment & Support (DE&S)
Recruitment process

Application Stage

To apply for this position please submit:

1. Supporting statement (using the template provided when you apply for the role) explaining both why you are interested in the position, and how you meet the relevant skills against the referenced Essential Functional/Core Competencies. These core competencies will change depending on the role, but will be provided at the time of application. For example, two competencies for a Finance officer position may look like this:

    o   Finance Competence Framework (area 4) – In Year Financial Management
    o   CS competency framework 3 – Making Effective Decisions

2. A comprehensive CV setting out your career history, with responsibilities and achievements, education, professional qualifications and any relevant additional information.

3. Details of where you saw the vacancy advertised (e.g. Total Jobs) by using the supporting statement template.

4. A Guaranteed interview scheme form, if relevant.

5. Additionally, please complete the, "Eligibility", "Personal Information" and "Equality and Diversity" section of the online application form. In all other sections of the application form please write 'refer to CV'.

6. The applicants who appear, from the information available, to have the best qualifications and experience will be invited to attend an interview. It is therefore essential that you submit both your CV and supporting statement as instructed above, providing concise evidence of each of the required competencies.

Supporting Statement

Your supporting statement is an opportunity to demonstrate how you meet the competence indicators gained from your experience, skills and knowledge. In formulating your supporting statement, please use the STAR approach:

o   STAR is an acronym for **'s**ituation, **t**ask, **a**ction & **r**esult' and is simply a standardised formula for presenting competence-based evidence.

The MOD's performance appraisal and selection procedures are based upon assessing effective behaviours in relation to the skills frameworks for both core and functional competences. Each competence has a range of effective behavioural and technical indicators associated with it. Some are common to all grades and others only become applicable at certain grades.

The STAR principle encourages use of actual examples to illustrate competence by demonstration of effective behaviour in the following context:

*   **Situation** - describe the general situation or circumstances you were faced with
*   **Task** - outline the specific tasks that <u>you</u> had to undertake in this situation
*   **Action** - explain the particular actions that <u>you</u> carried out in order to complete these tasks, this includes how you worked with others

- **Result** - confirm the outcome of <u>your</u> actions in terms of the benefits that were delivered and any learning points that were gained from the experience

You should allow 200 words to explain why you are applying for the post and approximately 250 words for each competency (700 words in total).

Interview Stage

1. Prior to your interview you will receive an email confirming the time, location and format of the interview including instructions should you be required to prepare any material ahead of the interview such as a presentation. You will also be informed of any documents you are required to bring with you to the interview, for example ID documentation.

2. At interview you will be tested against 6 competencies that will change depending on the role applied for. These will be given to you before you attend the interview; nearly always at time of application.

Post Interview

1. Following the interview, the interview panel will recommend the candidate(s) considered most suitable for appointment. The successful candidate(s) will be subject to pre-employment checks and security clearance before an appointment can be formally offered.

Points to note:

- Please use the supplied supporting template, which details your name, the vacancy reference and details of where you found the advert.

- Your statement should be no longer than 700 words. Any words over this limit will not be taken into account.

- Statements will be 'marked' against the STAR criteria; so please ensure both competence examples describe the situation, task, action and result. Without this information it will make it difficult for our recruitment team to easily process your application.

- The evidence on your supporting statement is equally important as that on your CV at this stage of the recruitment process. At interview further evidence will be sought against the additional competences referenced in the job advert.

- Please refer to the supplied Core Competency and Functional Competency Framework Guide for full descriptions of the required competence for the grade and role when completing your supporting statement and preparing for interview.

- Your CV should include education, professional qualifications, and recent/relevant career history, with responsibilities and achievements. Please see an example CV template below which may be helpful when constructing your CV. Your CV should be limited to two sides of A4.

- In order for your application to be considered please ensure that you attach both a CV and Supporting Statement. Applications without these documents will not be considered.