Department
for Environment
Food & Rural Affairs

We are hiring digital specialists to join us but getting hired at the Civil Service might be different to what you are used to in the private sector. Here is an overview of the application process and some tips to help you prepare and go through the process successfully.

Registering for job alerts on Civil Service Jobs

All applications for the Civil Service roles need to be registered through our Civil Service Jobs website. We highly recommend setting up job alerts where you can set up email alerts to notify you when roles come up that match your set criteria. This also allows you to save and view your application and save feedback on your applications.

Prepare - Writing your CV

Most Civil Service jobs ask for a CV and personal statement. Use your CV to stand out and really highlight your key achievements and experience.

Top CV Tips:

- List your key skills and make sure they relate to the essential criteria of the role. Look under the 'Person Specification' section of the job advert.
- List your most recent work experience at the top of the CV.

Top tip! Your CV needs to be anonymised, so leave out your name, or anything that could identify you, along with the names of education institutions. We'd recommend removing the names of your schools, universities and the location that they are based.

Writing your personal statement

Your personal statement should demonstrate how you are suitable for the role from providing relevant examples.

When writing your personal statement, be clear on how you meet each requirement, or how your skills can be transferred to meet it. Highlight, through examples of things you've been involved in, achieved and done in your past roles, how you meet the essential criteria for the role. Use the STAR method to structure your examples. For further information on STAR, you can check out our hints and tips document.

We may also ask you to give examples of your technical skills or to provide behaviour examples during your application, but we will tell you if this is the case

within the job advert depending on the role. If possible, ask someone else to proofread for you!

Top tip! Please note that once you submit your application, you cannot amend it.

After the job advert closes – Sifting stage

Once you have submitted your application, DDTS normally take 3 to 5 working days to sift the applications. In some cases, should there be a lot of applications, an initial sift can be conducted using your personal statement only.

Candidates who pass the initial sift may be progressed to a full sift (CV and personal statement) or progressed straight to assessment/interview.

Almost there - Interview

If successful at sift stage, you will be invited to an interview via email and you will need to log into Civil Service Jobs to book your preferred interview slot provided.

At interview we will assess you on the advertised criteria for the post. This could be a couple of questions on Behaviours such as Working Together or Seeing the Bigger Picture. Technical Skills are tailored and based on the job. The advert will specify which elements are being assessed at interview.

Please visit Success Profiles and the following videos for more information.

Behaviours
Experience
Technical
Strengths

How to prepare for the interview

All our interviews are currently being held virtually on Microsoft Teams. Interviews usually take between 45-60 minutes. You will be asked to bring along your current photo ID as proof of Right to Work documentation on the day of your interview. Please make sure to have this with you!

Please check you have access to Teams, your connection, sound and camera before attending the call.

At the interview

All Civil Service interview panels are composed of 3 people. The chair of the panel, a colleague who knows the role well and an independent person.

Once the interview is over, you will hear back from us within 10 working days. The manager will call you to tell you the news.

Offer - You did it, well done!

Joining your new team.

Once you have accepted your provisional offer on your Civil Service Jobs account, you will be asked to complete digital ID checks. Please note we won't ask you to hand in your notice until your pre-employment checks are complete. Once your checks are cleared you will be contacted by your hiring manager to discuss your start date.

The DDTS Recruitment team are here to help you every step of the way. If you have any questions or there is anything you want to talk through, please do not hesitate to get in touch with our team on – DDTSonPayrollRecruitment@Defra.GOV.uk.

You can also find us on LinkedIn:

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