

How to be a successful candidate

We believe the recruitment process should be inclusive and enjoyable for potential new team members. That's why we support candidates with transparent scoring criteria and advice on how to best demonstrate their skills and experience. This short guide shares a few pointers on how to do really well in the process.



Before you apply

- ✓ Research what Skills Builder Partnership does, who we work with and how.
- ✓ Explore the Universal Framework and have a good understanding of the difference between 'essential skills' and other skills.
- ✓ We provide really clear guidance for writing applications – follow it.
- ✓ Review the essential skill steps for the role, set out in the job description. You can self-assess yourself against the Framework using [Skills Builder Benchmark](#), then use [Launchpad](#) to build any specific skill steps where there might be a gap.

For the interview

- ✓ Clearly demonstrate why you are passionate about our mission, with a compelling narrative.
- ✓ As an organisation we are highly professional but having fun is also one of our values, so reflect this throughout the process.
- ✓ We clearly set out what each exercise is being assessed for. Reflect on the criteria and ensure you hit them in your exercise.
- ✓ We are a very reflective organisation that values being self-aware. Be aware of how you think you are doing throughout the process and be open sharing this – we would rather a candidate correctly identified a potential weakness than insisted everything was perfect.
- ✓ Structure your answers. It's really hard to distil relevant information from unstructured responses. Take a minute to think through your answer before you speak if this might help. This should help keep them concise.