



Top Ten Tips for Your Public Appointments Application

By following these tips, you can strengthen your public appointment application and increase your chances of progressing to the interview stage.

1. Do Your Research

- Before starting your application, research the organisation thoroughly. Understand its challenges, priorities, and the expertise current board members bring. Review board papers, annual reports, and learn who is currently on the board and who is leaving.

2. Read the Candidate Pack and Job Portal Information

- Carefully read and download all information from the Public Appointments jobs portal, including any additional resources and the candidate pack. Pay special attention to the essential criteria before filling out the form.

3. Make Contact

- Use the contact provided in the advert and candidate pack for an informal conversation. This can help you determine if the role is right for you.

4. Tailor Your CV and Supporting Statements

- Revise your CV and any supporting statements to reflect the role you are applying for, especially since public appointments are typically board-level roles. Ensure your documents demonstrate how you meet the essential criteria. Ensure your experience and suitability statement is relevant to the criteria, as this is what you will be assessed against.

5. Provide Clear Evidence for Criteria

- Sift panels do not infer, so you must provide clear evidence for each essential criterion listed in the person specification. Use specific examples to demonstrate your skills and experience.
- Wherever possible align the depth, breadth, scale, and relevance of your examples to the scope of the role.

6. Structure Your Supporting Statement

- Include your name at the top of all pages and use a 12-point font size. Keep your CV and supporting statement to **two pages**. If an alternative application format is offered (such as video or PowerPoint presentation), consider if this suits you better.

7. **Avoid Personal Opinions**

- Instead of stating what you would do, provide evidence of what you have done and the impact it had. Avoid assuming the panel has any prior knowledge.

8. **Use Subheadings for Clarity**

- Add the essential criteria from the role description as subheadings in your supporting statement and provide evidence for each. This ensures you include all relevant information concisely.

9. **Highlight Relevant Experience in Your CV**

- Bring your experience to life by explaining your personal responsibility and influence in previous roles. Demonstrate your understanding of the type and level of role in question and explain how it impacts and influences the broader infrastructure. Include details of education, qualifications, employment history, directorships, professional memberships, publications, and awards.

10. **Understand the Assessment Framework**

- Familiarise yourself with how applications are sifted. The Advisory Assessment Panel will review your examples/evidence against the essential criteria and use the assessment framework (see below): strongly met, met, borderline met, and not met. Ensure your application provides strong, specific evidence to meet the criteria effectively.

Framework for Assessment:

Strong evidence. Applicants will have provided extensive relevant detail and excellent and specific examples that clearly address the criterion in full, providing substantial evidence that demonstrates their ability in the required criterion in more than one dimension, and their evidence may exceed requirements.

Met the criteria – Good evidence. Applicants will have provided an example or examples which meets the criterion in full. They will have provided relevant and detailed examples that show how they meet the criteria in more than one dimension (showing scale and depth to their experience).

Borderline met the criteria – Acceptable evidence. Meets the minimum elements of the criteria, but fewer than in strongly met. The evidence provided is limited in the level of detail provided, and/or in their relevance, and/or the extent to which they demonstrate ability in the required criteria in more than one dimension (showing scale and depth to their experience).

Not met the criteria – Very little or no evidence of meeting the criteria. Applicants will have provided short and general answers with some content. Where examples are given, they will be non-specific or irrelevant and significantly lacking in detail. They will have failed to provide the clear evidence required.