Applying for a Job
• Forestry & Land Scotland (FLS) aims to have the right people, in the right place at the right time, we do this by creating a Success Profile for each role.

• A Success Profile can be made up of up to 5 elements:
  - Experience
  - Technical
  - Ability
  - Behaviours
  - Strengths

• Not every element will be used for each role. FLS do not currently use Strengths as one of our chosen elements for any role we advertise.
Behaviours

The actions and activities that people do which result in effective performance in a job.

Recruiting managers will choose a selection of behaviours which are best suited to the specific role. You will not be asked to demonstrate all Behaviours.

When looking at behaviours, we want to get an understanding of the actions and activities that you have done (or would do) that result in effective performance in a job.
We strongly recommend using STAR to help you structure your Behaviour statements:

**S – Situation or Context**
*Provide background, set the scene for your statement*

**T – Task or Target**
*Outline what the task was*

**A – Action**
*What did you do? Refer to the behaviour description to ensure it relates*

**R – Result or Outcome**
*What was the outcome?*

Make sure the statements are relevant to you and what is being asked.
Experience

The knowledge or mastery of an activity or subject gained through involvement in or exposure to it.

When looking at your experience, we are looking for examples of things you have previously achieved or your knowledge in a particular field which are relevant to the job role.

Sometimes experience can be transferable from a non-work context. Skills gained through voluntary work or a hobby, such as teamwork or communication, can demonstrate the experience required for the role.
the demonstration of specific professional skills, knowledge or qualifications.

If there is a requirement for a particular qualification or membership of a professional body, you may be asked to provide evidence of your qualification(s) or membership.
Ability

The aptitude or potential to perform to the required standard.

The Civil Service has a set of psychometric tests which are used to help predict future performance, these include:

- Verbal Reasoning Test (VRT) - to assess your verbal capabilities.
- Numerical Reasoning Test (NRT) - to assess your numerical capabilities.

The test will be designed to reflect the pay band that you are applying for.

If you pass, your results will be ‘banked’ for 6 months and you will not have to complete the tests again during this period if applying for other roles.
The Process

• After the closing date, applications are shortlisted by the recruiting panel for the vacancy.

• We contact all candidates by email to confirm if they've been successful for interview or not.

• Candidates attend interview or assessment centre.

• We contact the candidates to confirm if they are successful or not, this will be by email or phone.

• The successful candidate will receive an email from our HR Team to start the pre-employment checks and an offer letter and contract will be sent via the post.
Reasonable Adjustments

If you require any reasonable adjustment(s) to be made for any part of the recruitment process, please contact HR@forestryandland.gov.scot.

Reasonable adjustments can include, but are not limited to:

• Access to job descriptions in large print or paper based application;
• Pre-interview visit to office or site;
• Additional time for any tasks or assessments;
• Wheelchair access.
Guaranteed Interview Scheme (GIS)

The Civil Service guarantees to interview any person with a disability defined by the Equality Act 2010, including but not limited to:

- Learning disabilities, dyslexia or dyspraxia;
- Mental health conditions;
- Sensory impairments, such as those affecting sight or hearing.

At sift stage, applications will be based solely on merit. GIS only guarantees you will be invited to interview, providing you meet the minimum criteria that is essential for the job.

This does not automatically guarantee you an interview.

For more information on the Equality Act, visit www.gov.uk/guidance/equality-act-2010-guidance