

## Hints and tips for your application

Firstly, thank you for your interest in applying for a role within Observations R&D at the Met Office. Met Office job applications are a little different to “standard industry” applications, and it can be really disappointing for the applicant, as well as us, when someone who has a lot of potential hasn’t drawn out the right things in their application and so can’t be taken through to interview. So, I have compiled a few personal notes here from my experience as a recruiting manager based on what I have seen and the feedback I have given. I hope these hints and tips are useful to you in your application process.

### General

- Although the criteria listed are essential to the role, we appreciate everyone has different strengths and weaknesses so we encourage applicants to apply, even if they consider one or two areas may be slightly weaker than others.

### Supporting statement questionnaire

- We assess your evidence against each criterion individually, so make sure you clearly cover each of the essential (and any desirable) criteria separately. You will be asked to enter evidence to support each in a separate box.
- If there is a word limit, this will be given in “How to Apply” section in the job advert, please follow this, or if there are any reasons this is not possible, reach out to [careers@metoffice.gov.uk](mailto:careers@metoffice.gov.uk).
- Once you have completed your profile and the equal opportunities section you will reach the questionnaire section where there will be 7 essential criteria boxes and 1 desirable criteria box irrespective of the number of criteria the job you are applying for has, so if your advert doesn’t have all these, don’t worry, just fill in the ones that correspond and you can just leave the rest blank.
- We are looking for you to convey both your breadth of experience and some specific details through use of examples, demonstrating and evidencing your approach.
- When giving examples, we recommend following the CARL (Context, Action, Result, Learning) approach to ensure the examples are structured, specific and clearly demonstrate what you did and how this corresponds to the criteria – there are many resources online that explain this method further e.g. this one from the University of Edinburgh <https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/carl>.
- Please remember to highlight your role and contribution in any group work.
- Although clearly not a criteria of a Met Office job application(!), there is an annotated example to help demonstrate some of the tips above on the second page of this document.

### Further information

If you have any questions, please reach out to [careers@metoffice.gov.uk](mailto:careers@metoffice.gov.uk) who will be able to answer about the process or help if you need support to be able to apply, or they will pass on your question to one of the recruitment panel if it is about the role/culture of the team/flexible or part-time working/etc. and we will either get back to you with an answer or arrange a time to chat it through.

We look forward to welcoming your application.

