Civil Service vs Non-Civil Service Process

Civil Service

Apply online

You'll be asked to upload:

- Your CV
- A personal statement (up to 750 words) explaining how your skills and experience match the role, including the essential and desirable criteria.

Application review

All applications are reviewed in stages:

- First, we assess your CV and personal statement
- If you meet the required standard, we then assess your application against the Civil Service behaviours/required skill set

Interview

If you are successful at the sift stage, you will be invited to a panel interview. The interview will explore your experience, skills and behaviours in more detail and how they relate to the role.

We aim to make the process clear, fair and supportive at every stage.

Non-Civil Service

Apply online

When you apply, you'll be asked to provide a range of information. However, the initial assessment is based solely on your CV, so it's important that your CV clearly demonstrates how your skills and experience meet the criteria set out in the job advert.

Please ensure you upload an up-to-date Word version of your CV for each application.

Anonymous CV review

To support fair and inclusive recruitment, we use an anonymous recruitment process.

Your CV will be anonymised at the first stage, with personal and identifiable information removed. This helps reduce unconscious bias and ensures candidates are assessed purely on skills, knowledge and experience.

Shortlisting & screening call

Anonymised CVs are shortlisted against the role requirements. If you are successful, you will be invited to a screening call to discuss your experience and skills in more detail.

Hiring manager review

Your anonymised CV will then be shared with the hiring manager for review.

Interview

Candidates selected by the hiring manager will be invited to a competency-based interview, where you'll have the opportunity to demonstrate how your experience and behaviours align with the role.

We are committed to creating a fair, inclusive and transparent recruitment experience for all applicants.

These resources are not official UK Government or Civil Service documents. They are practical tips and guidance developed by the PSR team.