

Branching Questions Guidance

The job you are applying for requires you answer a few questions within the application form relating to the person specification within the application form.

It is the most important part of your application as it will be used in the shortlisting process to assess whether or not you meet the essential requirements for the role that are set out in the person specification for the job and whether you should be offered an interview.

Top tips to help you answer Branching Questions:

- Think carefully about how you can answer the questions by considering what you have done in the past
- If you have little or no work experience, think about the skills you developed at school, home, college, through voluntary work or a hobby that you can transfer to the workplace
- Provide practical examples of real life situations of when and how you used the particular knowledge, skill or experience
- Use the criteria as headings and the STAR model below to help structure your answers.

STAR Model

The model below may help you structure you answers.

Situation	Briefly set the context for the activity you are describing and make it relevant to the job you are applying for
Task	Briefly describe what you had to do
Action	Explain what you did, how and when you did it. Tell us about the processes you used, the reasons for the choices you made and the key things you did to deal with the situation
Result	Tell us what the outcomes of your actions were and what difference they made