

Branching Questions Form

Branching questions are embedded in the application form instead of requiring candidates to write a long supportive statement on how they meet essential criteria outlined in the person specification.

You will be required to shortlist for your role based on responses to these questions in addition to further information candidates provide in their employment and educational history.

Therefore carefully consider questions to ask applicants by focusing on 'must have' essential criteria outlined in the job description and person specification.

Use a minimum of 3 and no more than 6 'open' questions to enable candidates to expand their answers and to give examples from their experience. Candidates will have a maximum of 4000 characters per question or approximately 500 words (please see example questions)

Branching questions for: Business Support Officer	
Question 1:	Note taking – please tell us what experience you have of taking notes in complex meetings and how you make accurate records of these.
Question 2:	Confidentiality/Data Protection – please tell us about your experience of working in a confidential environment and what that means to you.
Question 3:	Data Management – please tell us when you have maintained and updated electronic records and how you would analyse, review and track information and statistical data
Question 4:	Organisation/Prioritisation – please give us examples of how you organise your workload and prioritise work in a busy environment.
Question 5:	IT Experience – please summarise your knowledge of IT applications.
Question 6:	Finance – what experience do you have of working with financial procedures and processes and please give an example (e.g. cash handling)
Question 7:	Team Working - Please tell us about your experience of working with other people and what is important when working as part of a team.
Question 8:	Customer Experience - Please summarise your experience working collaboratively with members of the public and how do you work collaboratively to resolve problems and deliver solution and change.

Please complete and upload this form to the attachments section in the job opening on Talentlink before initiating the approval process. For further

information including how to upload to Talentlink please refer to How to create a new Advert and get it Approved Talentlink guide.

Examples of Branching Questions drawn from Essential Criteria	
Essential criteria	Branching Question
<i>Good written skills – to be able to write clear accurate records</i>	Please tell us what experience you have had of having to keep accurate written records.
<i>Awareness of the need to identify and report hazards</i>	Please tell us about a time you have noticed something which could pose a risk to others. And what action did you do take to ensure safety?
<i>Ability to use a wide range of horticultural machinery</i>	Please tell us what gardening tools, or horticultural equipment you have used e.g. Lawn Mowers, Hedge Trimmers etc.
<i>Ability to work as part of a team</i>	Please tell us about your experience of working with other people and what is important when working as part of a team.
<i>Knowledge of horticultural practices</i>	Please tell us about your horticultural work experience/gardening practices e.g. pruning, turfing etc
<i>Good number skills</i>	Please tell us about when you have needed to make numerical calculations.
<i>Experience of developing and delivering informal training or awareness</i>	Please give us an example of when you have developed and delivered informal training and what was important to take into consideration when you did this.
<i>Experience of engaging and working with local communities</i>	Please summarise your experience working collaboratively with local communities. How do you engage and build relationships with residents, work colleagues, and partner agencies to resolve problems, and deliver solutions and change.
<i>Experience of evaluating situations and making decisions in pressurised situations</i>	What experience do you have of managing challenging and demanding situations? From your experience what is important when evaluating situations and making decisions in pressurised situations.
<i>Ability to prioritise tasks</i>	How do you manage situations and workloads where you have competing demands.

