

STATEMENT OF SUITABILITY & BEHAVIOUR EXAMPLES

[Role title, grade] · [Department] · [Your name]

HOW TO USE THIS TEMPLATE (DELETE THIS SECTION BEFORE YOU SUBMIT)

- Civil Service recruitment uses Success Profiles. Most adverts assess a few Behaviours (usually 3 to 5; all 9 for the Senior Civil Service) alongside your experience, and ask for a Statement of Suitability.
- Write each example with STAR: Situation, Task, Action (what YOU did — use “I”), Result.
- Follow the advert’s word limits. A Statement of Suitability is commonly 750 to 1,000 words; behaviour examples are often capped around 250 words each.
- Complete only the behaviours the advert lists. Pick your strongest, most recent examples.

STATEMENT OF SUITABILITY

[Address each essential criterion in the advert, with brief evidence. ~750–1,000 words unless the advert says otherwise.]

BEHAVIOUR EXAMPLES

Complete only the behaviours named in the advert. ~250 words each, written with STAR.

Seeing the Big Picture

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use “I”, not “we”.]

Result: [what happened (measurable if possible) and what you learned.]

Changing and Improving

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use “I”, not “we”.]

Result: [what happened (measurable if possible) and what you learned.]

Making Effective Decisions

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use “I”, not “we”.]

Result: [what happened (measurable if possible) and what you learned.]

Leadership

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use “I”, not “we”.]

Result: [what happened (measurable if possible) and what you learned.]

Communicating and Influencing

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use “I”, not “we”.]

Result: [what happened (measurable if possible) and what you learned.]

Working Together

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use “I”, not “we”.]

Result: [what happened (measurable if possible) and what you learned.]

Developing Self and Others

Situation: [the context — where, when, who.]

Task: [what you were responsible for.]

Action: [the steps I took — be specific, use “I”, not “we”.]

Result: [what happened (measurable if possible) and what you learned.]

Managing a Quality Service

Situation: [the context — where, when, who.]

Task: *[what you were responsible for.]*

Action: *[the steps I took — be specific, use “I”, not “we”.]*

Result: *[what happened (measurable if possible) and what you learned.]*

Delivering at Pace

Situation: *[the context — where, when, who.]*

Task: *[what you were responsible for.]*

Action: *[the steps I took — be specific, use “I”, not “we”.]*

Result: *[what happened (measurable if possible) and what you learned.]*

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