

# OneCov SQUAD Video and Audio Application Pack

## Video and audio applications guidance

This guidance is intended to support colleagues who wish to submit their application for the OneCov SQUAD via video or audio recording.

All applications will be assessed against the criteria specified in each section. Where it has been stated, please follow the guidance on how long each response should be. **Please ensure you answer all of the questions below otherwise, your application will not be considered.**

We recommend you use the STAR model when structuring your responses (Situation, Task, Action, Result).

Please make it clear which question you are answering by referring to the question in your response, for example:

- **Question 1.2:** At the beginning of the recording, please state your **full name**.
- **Answer:** My full name is Joe Bloggs.

## Section 1: Introduction

1.1 At the beginning of the recording, please state your **full name**.

1.2 Please confirm you have registered online and completed the contract preference and Equality Monitoring questions.

## Section 2: Application form questions

**Skills** (all answers should be no longer than 2 minutes)

2.1 Please demonstrate your experience of delivering work to deadlines, particularly where you have had to work fast timeframes, work under pressure or manage changing priorities?

2.2 Please tell us about your communication skills using an example(s)?

2.3 Please demonstrate situations when you have had to be adaptable and flexible, describing what you did and how you managed this?

2.4 Answer part A or B depending on your current job grade:

- A. **(Grade 1 to 6)** Please demonstrate your experience of working with others which could be customer, residents and internal and external colleagues, teams or services?
- B. **(Grade 7+)** Please demonstrate your experience managing multiple stakeholders either internally and externally?

2.5 Answer part A or B depending on your current job grade

- A. **(Grade 1 to 6)** Please tell us about a time when you have had to research some information to enable you to take action, carry out data collection and / or data analysis.
- B. **(Grade 7+)** Please tell us about your analytical and research skills using an example(s).

### **Section 3: Development**

**Development** (no more than 2 minutes in length. Please note that this section is not assessed but may be used to help inform the matching process)

3.1 What are you hoping to get out of this experience?

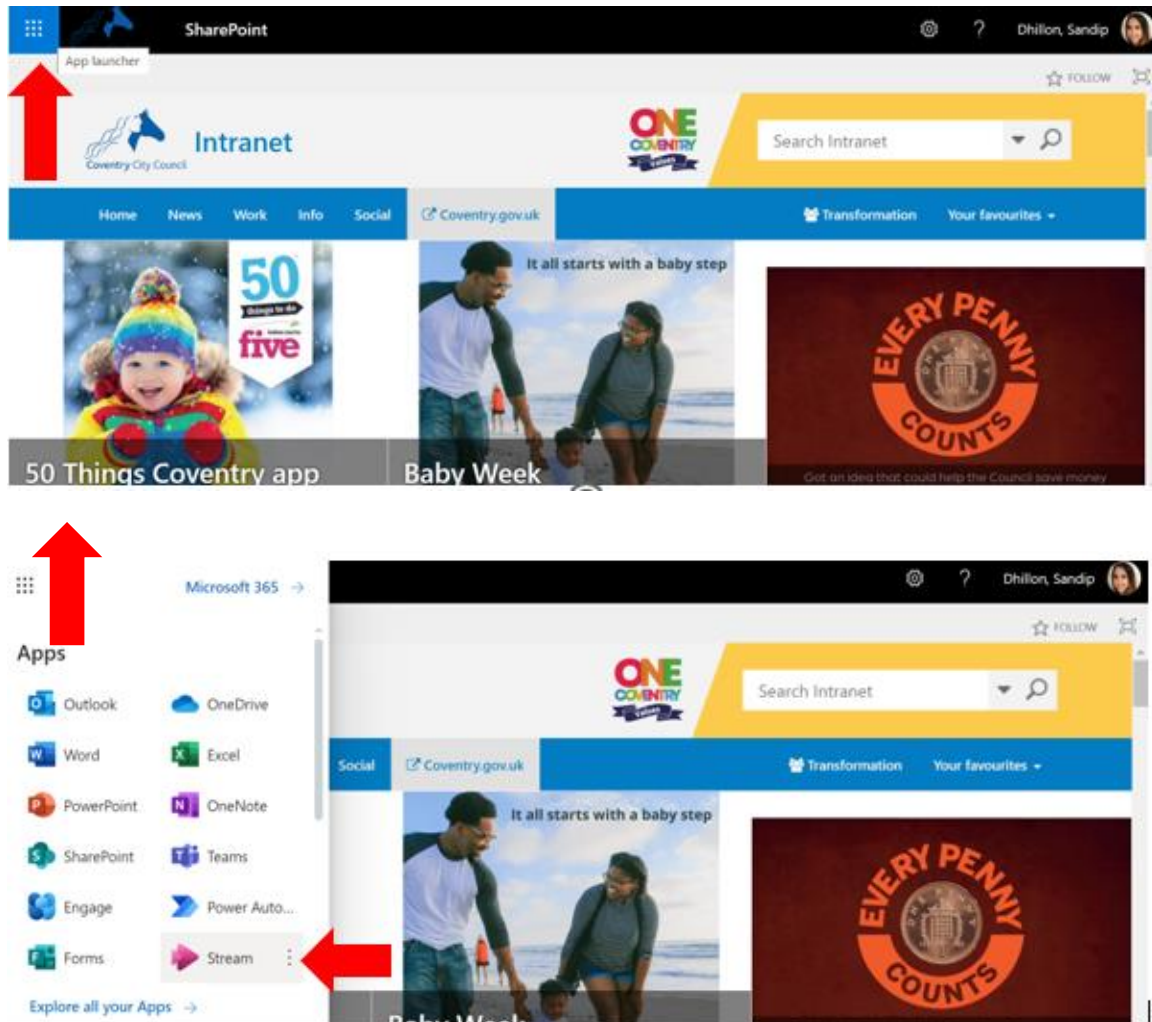
3.2 Are there any skills or experience you want to focus on for your own development?

**For example:**

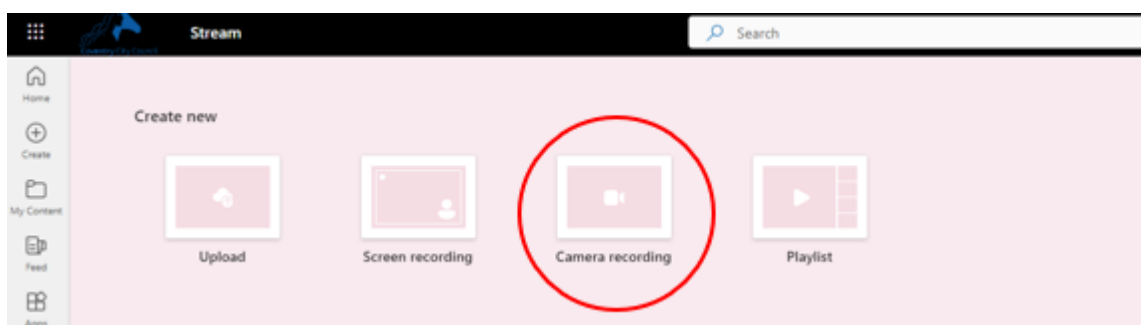
- The chance to grow your network and experience.
- Work with and see how other areas of the council work (any service in particular).
- Experience to build personal readiness for career development.
- Developing wider skills and knowledge.
- It may be more specific such as experience in writing briefing notes, data analysis, stakeholder management.

## Guidance for recording and sharing your application

**Step one:** Open Stream, using the App Launcher located to the left-hand side of the intranet. If you can't see the 'Stream' icon straight away click on 'Explore all your Apps' and you will find it here.

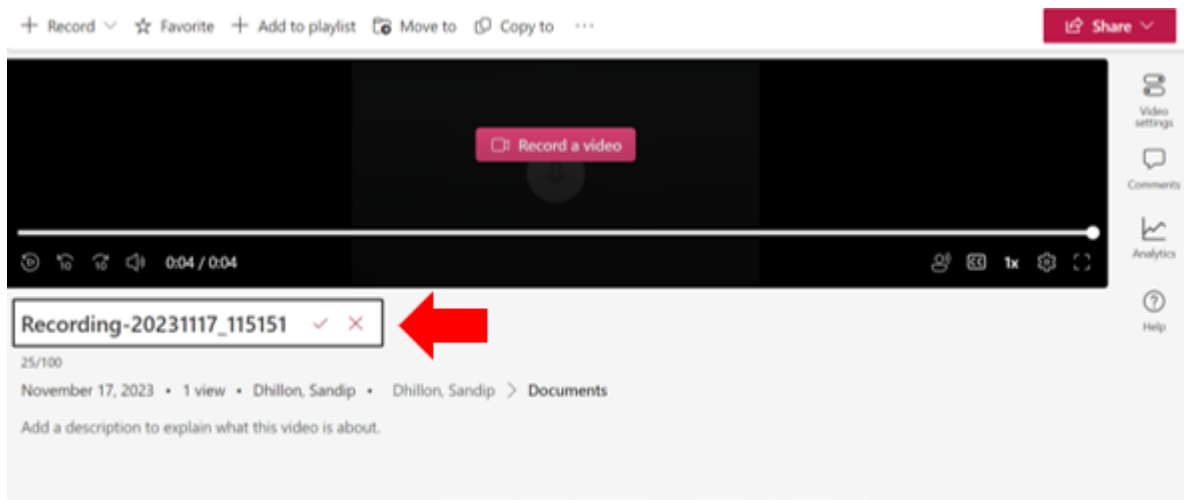


**Step 2:** Click the 'Camera recording' button.



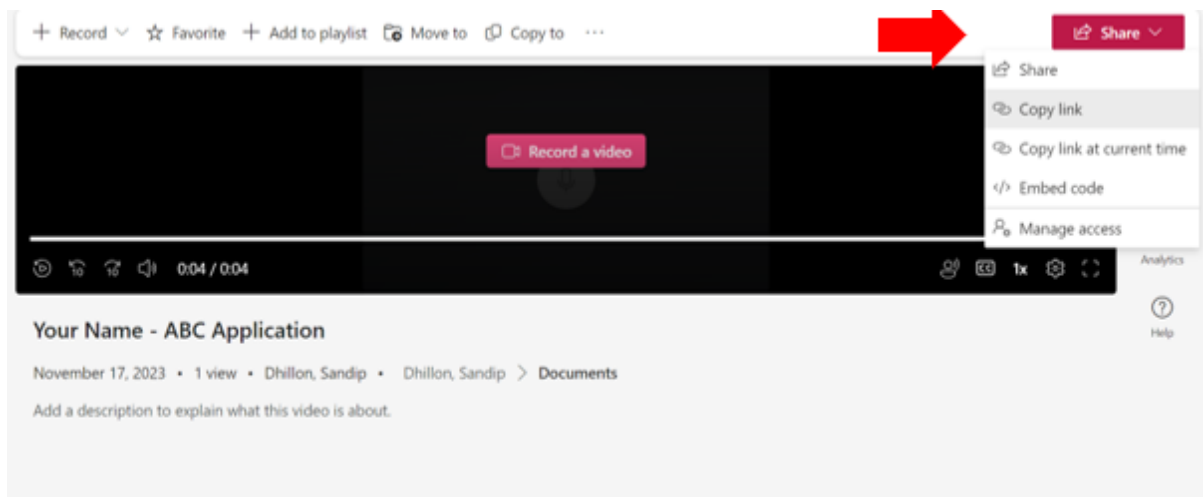


**Step 5:** Once you have finished your video it will upload and take you to this page. You can amend the name of the video by clicking on 'Recording' and editing. We suggest changing the name to 'Your Name – Transformation Taskforce Application'



**Step 6:** Press the 'Share button' in the top right-hand corner and you can either:

- 4 Select 'copy link'. Then click on the 'Settings' cog in the right-hand corner and select share the link with 'People in Coventry City Council'. Click 'Apply'.
- 5 Then open up Outlook and start a new email. In the subject of the email please write 'Your Name – Transformation Taskforce Application' and copy the link into the main body of the email.
- 6 Please send your applications to: [resourcing@coventry.gov.uk](mailto:resourcing@coventry.gov.uk). You may see a notification pop-up saying 'Some recipients don't have access to links in your message; please click 'Send anyway'.



If you have any issues with the above the following Digiknow videos may help:

- Video [Accessing and navigating Stream](#)
- Video [Storage explained on Stream](#)
- Video [How to share a video](#)
- Video [How to use Stream video and screen recorder](#)