

BBC North CV Hints and Tips

What is your CV for?

A CV should not just be a list of jobs, as its purpose is to get you an interview - so it needs to demonstrate what you can bring to a role and team. You should view it as a piece of advertising material - it should make an impact and the essential details must register at a glance. When you put together a CV, your aim must be to persuade the recruiter that you're worth meeting to find out more. Then at interview, it will be essential for you to be able to discuss what you have put on your CV and provide relevant examples and further detail.

What should be on your CV?

Your CV must be an accurate and true reflection of you, which:

- Highlights your successes and achievements – don't just say what you did but how well you did
- Summarises your relevant skills, experience, knowledge, training and qualifications
- Is well organised, clear and concise
- Projects your personality through your choice of language and tone
- Sets you apart from other applicants by identifying your relevant Unique Selling Points

Tailored or general?

If there are specific role/s or area/s that you're interested in, you should tailor your CV accordingly and ensure you focus on demonstrating how you are suitable for those. Otherwise, as by applying to all BBC North Opportunities you can be considered for a wide range of positions, you should list your whole employment history and outline your key and transferable skills. It is important you give us a good overview of your experiences as this will ensure you are considered for as many relevant roles as possible.

Think broadly

There may be projects or activities that you have done outside of work that highlight your passion for a particular type of role or department and/or indicates the type of person you are and the skills you have. If so, include it – we want your CV to fully reflect you and what you could bring to BBC North. We have a huge range of different roles and we want people to bring different life – not just job - skills and experiences. We are not looking for just one type of person, so make sure your CV focuses on your qualities and brings you to life.

Focus on your language

The BBC North recruitment team use key word searches on CVs to find suitable candidates for each role that needs filling. It's therefore important you include relevant words to your area of expertise and the role/s you're interested in. Also include areas of interest, for example, Sport, Children's, etc.

Personal Profile/Statement

A personal profile can be useful to summarise your skills and suitability for a role and if you include one on your CV, it is important that it makes an impact and is clear. For BBC North in particular, as there are a number of roles you could be considered for, a personal profile can be a useful tool to state what role types or areas you are interested in – especially if they are different to your experiences and/or there's a range. You should highlight particular skills, successes and strengths you feel are important to draw attention to.

Your profile should go at the top of your CV and is normally only a paragraph.

The Deal

We want everyone who works within BBC North to be passionate about and display behaviours that we feel are important in making sure we provide the best services for our licence fee payers and local communities. These behaviours are also essential for ensuring a positive work environment and career for our teams. 'The Deal' outlines what we ask of our staff. It is important that you align your CV to reflect these. [You can find out more here.](#)

The CV Format

There are a number of different ways that you can present your information in a CV. They fall largely into the three following categories:

1. **The Chronological CV** – this is the most widely used format for CVs. This focuses on your career history which usually goes at the top (before other sections eg. education, training, interests, etc). This can be a useful format for highlighting career progression and experience and knowledge in an area you want to continue working in.
2. **The Functional CV** – this format is focussed on your skills, competencies or expertise in specific areas. It can be useful if you have a lack of direct experience in an area you'd like to move in to – as it enables you to highlight that you possess relevant skills and abilities. It can also be useful if you have gaps in your employment history.
3. **The Hybrid** – is a format that combines elements of the chronological CV with the functional format. This type of CV is particularly good for those with a range of experience and skills and depth of knowledge – for example, it can be useful for freelancers.

We do not mind which format you choose – you should go with whichever you feel most comfortable with.

If you need any further insight, there are lots of websites that provide information on CV layouts and content. Essentially, there are many different ways to do it and the key thing is that you should take your time creating a CV that works for you and 'sells' you best. Good luck!

FAQs

Why is the recruitment process different for BBC North?

BBC North has given us a fantastic opportunity to find new ways to help you get a job at the BBC. We have worked to create a great candidate experience while making sure that we can manage the huge number of vacancies ahead. The new process will make it quicker and easier to both apply and be recruited to a role.

See above for the key steps in the North process.

I have already applied to BBC North but am interested in a Manchester based role or a temporary role in London – do I have to re-apply?

No. If you have already applied to the 'BBC North Job Opportunities' vacancy and successfully gone through the online assessments, we will automatically consider you for all relevant roles we're recruiting for – and this now includes temporary roles in London and Manchester roles.

Can I have more detail about the application process and how long does it take?

There are a few stages to applying and each one varies in time:

Stage One: Click the 'BBC North Job Opportunities' vacancy link; answer questions on your role; preferences/skills; fill in your personal details; and upload your CV. This should not take more than fifteen minutes, but you must have your CV ready to upload as this stage has to be completed all in one go.

Once you have submitted this information to us we will invite you to do an online assessment. You should expect to receive this invite within 1-2 weeks.

Stage Two: Please complete your online assessment as soon as you can. It will take up to two hours and ideally should be completed in one go.

Once you have completed your assessment, we will review your responses and we will inform you whether you have successfully got through to the next stage within 6-8 weeks.

If you are successful, we will then consider you for any relevant roles at BBC North. Should a vacancy come up that we have matched you to, we will be in touch with the details and ask whether you're interested in being considered for it. Jobs are coming up regularly but there may be a wait until one comes up that is suitable for you to be considered for.

We will therefore ensure you're kept updated with any BBC North news while you're waiting and will send you regular emails with information on the move, roles and departments as well as exclusive interviews and hints and tips.

When will the vacancies come up?

There are jobs available now and through to 2011, with the greatest volume of opportunities available in 2011. However the sooner you apply, the more jobs we'll be able to consider you for - so apply now.

Where will jobs be advertised?

On the whole, individual jobs will not be advertised. Instead, you apply once for all opportunities (through the 'BBC North Job Opportunities' vacancy) which will enable you to be considered for all roles that are suitable for you.

If you look at the [job areas](#) pages, you will see what type of jobs we have – these are the positions we will be considering BBC North applicants for.

We do have adverts on websites and in the press promoting there are roles at BBC North, but this is ongoing with the key message to apply as soon as possible.

On the BBC North jobs website homepage we will also highlight roles we're currently considering BBC North applicants for.

I have seen a vacancy for a specific job to be based at BBC North – I thought all roles were recruited through the 'BBC North Job Opportunities' link?

Sometimes we'll need to promote a particular job, so we will create a separate job link and applicants will need to apply directly to this role if they're interested. If you've already applied through the 'BBC North Job Opportunities' link but see a BBC North role advertised separately that you want to go for, please apply directly to this vacancy to ensure you are considered.

You can regularly check the jobs search page to keep across any vacancies we may be asking for direct applications to:

[External Candidates click here](#)

[Internal \(BBC Staff\) Candidates click here](#)

I am interested in more than one job area - is that ok?

Yes. Many people at the BBC have had a range of different careers and varied experiences and if you would like to be considered for different areas, do make this clear on your CV. One of the benefits of the BBC North application process is you only need to submit your information to us once, regardless of how many different jobs you're interested in.

What should I put on my CV?

You should make sure you include all the skills, qualifications and experiences that are relevant to the type of role/s you are interested in. If you look on the [job areas](#) pages it will give you some information about different roles and the key qualities we look for.

Please see our [CV advice](#) page for more detailed information.

How will my CV be used?

All applicants who successfully progress through their assessment can be considered for a job at BBC North and your CV will be the main way we will know whether you are suitable for a vacancy when it arises. It is therefore essential that your CV has the right information on it and clearly highlights what you can offer and what type of positions you're interested in.

Can I update my CV if I gain more experience?

Yes. Before you apply please make sure your CV is as up-to-date as possible. However, if you gain significant new experience over the coming months, you can email an updated CV to careers@bbchrdirect.co.uk (please put BBC North CV in the subject heading) and your new CV will be uploaded to your account.

What are the online assessments?

Using assessments is a big reason why you only have to apply once for all roles at BBC North. If you are successful at this stage, your application will be taken forward and you'll be considered for roles at BBC North. By asking you to complete these assessments we have a lot of information to help us decide which role might be right for you.

We're interested in finding out more about you, your working style as well as your skills and abilities. Assessments can help us do this as they help predict how someone will perform in an actual job.

What to expect

There are two main aspects to our assessment. One looks at how you would fit in with the BBC North culture and one assesses your suitability for the type of role/s you're interested in.

Fit with the BBC North culture

Everyone applying for BBC North roles will go through this assessment. It's not about the job you're interested in but rather to ensure that Salford will meet its aims of being a creative,

dynamic and collaborative place to work in. We want to ensure all our teams are made up of people who will enjoy working in this way.

In this assessment you'll watch 15 different filmed scenarios and then be asked to click how the main character in the scene should respond.

To find out more about the BBC North vision, please [click here](#).

Job role assessment

This section of the assessment is based around the job-related characteristics and abilities required for each role area. Everyone is required to take this part of the assessment too, but the type of questions will be dependant on the role area you are being considered for. Questions are not BBC specific, but drawn from a library of questions already used and tested with many organisations over the past 30 years.

From your responses, we will then be able to assess your suitability for roles. Further information on the assessments will be provided when you are invited to take them. You do not need any previous experience of doing online tests.

So why can I only pick one job area when applying?

You will be asked when applying to choose one job area as your most preferred option. This is so that we know which version of the online assessment you should take, as you can only take one assessment. However, if you have skills suited to other areas and have made this clear on your CV, that's not a problem - we will still be able to consider you for roles in all relevant job areas, should you successfully progress through the online assessment stage.

What if I have a problem with the assessment?

If you experience any difficulty accessing the assessment, require any reasonable adjustments or have any further questions please do not hesitate to contact us in advance of taking the assessment. If you have any problems while taking the assessment, please also let us know.

I have passed the online assessment – will I be invited to interview?

Passing the assessment means that you're now through to the key stage in the application process, where we can consider you for vacancies when they arise. If a role comes up that closely matches your skills, experience and interests, we will let you know. We have had an amazing response to our opportunities and have an exceptional number of fantastic candidates so it is competitive and we cannot guarantee you will be invited for an interview. However, we will absolutely be in touch should a suitable role for you come up – by getting through the assessments, you are now in the best place to be considered for a position at BBC North. It may be a wait as we are recruiting over 2010 and 2011, but we will stay in touch with you and keep you updated with news and information. Please also check our jobs website and keep us across any changes in your details and send us a new CV should you gain additional significant experience – this will ensure we are considering you for the most suitable roles.

If I get to the interview for a role and am unsuccessful do I have to apply again?

No. Once you have gone through the online assessments and we've let you know you've been successful at this stage, you will not need to apply again - even if you have an interview but don't end up getting that particular job. We will continue to match you to any suitable vacancies and put you forward for those roles for as long as you're still happy to be considered.

If I get a job before the departments move to Salford Quays, where will I be based?

If you have been hired into a role in a department based in Manchester, you will be working from our Oxford Road building in the city centre.

Departments will be moving from London over 2011, therefore any roles we recruit before the move, are likely to be based in London first, for a short time, with some roles based in the Manchester Oxford Road building until the move to Salford Quays. If you are normally based in the North and are required to move to London temporarily, we will discuss any relocation support requirements you have.

How can I check the status of my application?

If you log in to your BBC jobs account you will be able to see the status of any applications you have made to the BBC, including to BBC North.

How do I apply for other BBC Jobs?

All other jobs at the BBC will still be recruited through the usual process and you can search for these vacancies through the following links:

[External Candidates click here](#)

[Internal \(BBC Staff\) Candidates click here](#)

I still have a few questions about the BBC North application process, how can I get in touch with you?

Please contact a member of our recruitment team:
BBC Recruitment BBC HR Direct
PO Box 1133
Belfast
BT1 9GP

Email: careers@bbchrdirect.co.uk
(please put BBC North in the subject heading)

Telephone: 0370 333 1330
Text Phone: 028 9032 8478

Opening Hours: Monday-Friday 9am to 6pm