

# Applicant Support

## 12 Steps to a Successful Application

KOSOVO: Strengthening Good Governance,  
Transparency and Accountability of Government  
Institutions - FCO CSSF

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## 12 Steps to a Successful Application

Being the best candidate in the country is of little value unless you make it to the interview stage to demonstrate this. The application is your route to getting an interview. Making sure this is done well will also help prepare you for the interview process too.

Your aim is to evidence the advertised criteria in a way that makes it easy for the commission to see the evidence against the criteria. When there is an application form this may (or may not) ask you for specific evidence for each criteria. This will make applying easier. However, many selection processes either don't include an application form, or the application may not specifically list the advertised criteria.

This guide helps you structure your application in a way that means you will take control of making sure all the evidence for all the criteria are present and well presented. It is presented in a format you can use as a checklist.

Step	Action	✓
1	<p><b>Start Preparing Early</b></p> <p>Give yourself enough time to get all your documents and application prepared. This gives you the time to check you have everything. Rushing your application close to the closing date in the advert increases chances you will miss something. It is increasingly common that adverts will state that any missing documentation will result in applicants being unsuccessful at shortlisting. Whether adverts state this or not, it is your responsibility to submit everything required with your application and ahead of the closing date. Simple errors result in even good candidates being removed at shortlisting e.g. an out of date 'not under investigation' certificate.</p>	
2	<p><b>Read the Advert Carefully</b></p> <p>It sounds very obvious, however many candidates don't read the requirements in the advert as closely as they should. Pay attention to the criteria - this is what you will need to be able to fulfil, demonstrate and, importantly, provide evidence of.</p>	
3	<p><b>Create a List of the Criteria</b></p> <p>This may seem time consuming and tedious. However, it will help you later when you review what you have prepared. At this stage you can also do a self- assessment. This should consider three questions:</p> <ol style="list-style-type: none"> <li>1. Do I meet the required criteria?</li> <li>2. Can I demonstrate this within the application documentation (application/CV etc.)?</li> <li>3. Do I have documentary evidence to verify and substantiate that I meet the criteria?</li> </ol>	
4	<p><b>Degrees</b></p> <p>If the advert requires you to have a degree - do you have one and did you finish it and graduate?</p> <p>Some adverts will require you to have a degree which is relevant to the sector or work of the institution. If you think your degree is relevant, but others may not immediately see why it is relevant, then make sure you explain the relevance in your application, CV or Letter of Motivation - better still, in all three documents where required.</p>	

5	<p><b>Degree Duration</b></p> <p>In many instances the degree required will be a minimum of a four-year course of study. If your degree is three years' then you will also be required to have a further degree (e.g. Masters) and provide certificates for both.</p>	
6	<p><b>Degrees from outside Kosovo</b></p> <p>If any of your degrees are from outside Kosovo be aware that you must provide nostrification for these. Nostrification enables the Commission to count that qualification as valid in the context of Kosovo. If it is not nostrified it is likely not to be accepted. You can get your degree nostrified by the relevant Education Authority within Kosovo.</p>	
7	<p><b>Further Degrees</b></p> <p>If you have further degrees, e.g. masters, PhD or are a professor. Do not assume that this evidence substantiates that you have a bachelor degree. While you can't obtain these without a bachelor degree, the certificates for both are required. The date on your diploma is used when calculating your work experience, as your work experience must be gained after this date.</p>	
8	<p><b>Duration of managerial and professional experience</b></p> <p>It is common for advertised roles to require 5 years managerial, or senior managerial experience. Some also require 8 years professional experience.</p> <p>Regardless of the timescales, be aware that the duration of your managerial and/or professional experience will only be counted from when you received your degree diploma (or masters diploma for those who completed a three year degree). You should count the years, months and days you carried out roles that would meet these criteria. If you do not have the required number of years you are not eligible to apply. Where you do, make sure you explain this fully and clearly.</p> <p>Set out the timescales clearly so Commission members can immediately see this. Give the full start and finish dates for each role (include day, month and year). Say the total time in that role in years, months and days; and this will be checked.</p>	
9	<p><b>Evidence of Work Experience</b></p> <p>Ensure that all the dates you have stated in your application, CV and other documentation are fully aligned. Where there is a discrepancy in dates a Commission may defer to what you have evidence of from your proof of employment over what you claim the duration of your experience is from your CV.</p> <p>Evidence of employment can be an official letter from the company of institution e.g. contract of employment. Personal letters from people who you worked with, even your Director, are not accepted as evidence. In addition, you <b>should ensure</b> that evidence is verified through documentation from the relevant Pension/Tax authorities. You must obtain and submit this evidence too. Absence of this evidence can result in your application being rejected.</p> <p>Periods of employment for which the supporting evidence is not present will</p>	

	<p>not be counted within your application, and may result in your application being rejected. For example, if a role is not evidenced (and is therefore not considered), this may result in your total work experience falling below the minimum years of experience, and this could result in your application being rejected.</p>	
10	<p><b>Level of Evidence</b></p> <p>Consider how much evidence you have that is at, or very close to, the level of the role you are applying for. While your application won't necessarily be rejected because of the level your experience is at, your readiness for the role will be tested at interview. You need to decide if you would be a credible applicant for the role given your previous experience - for example, if you are applying for a Director role, do you have senior management experience which would prepare you for a Director role?</p>	
11	<p><b>Create a list of Documents Required</b></p> <p>Make a list of all the documents that the advert requires and check that you have obtained and included everything required. Be aware that any missing documents may result in your application being unsuccessful. Sometimes adverts state that any missing documents will result in applications being unsuccessful - and other times they do not. However, it is always the applicant's responsibility to ensure all necessary documents are enclosed. Regardless of whether or not the advert explicitly states the consequences of any missing documents, your application can be rejected as a result of missing documents.</p> <p>Pay particular attention to any statements about the dates within which any certificate of non-investigation should have been obtained. In some instances, this is after the date of advertisement. In other instances, this is not stated. When it is not stated ensure your certificate is not more than 6 months old.</p>	
12	<p><b>Submit your application and the documents by the deadline</b></p> <p>You also need to submit them in a sealed envelope and sign the confirmation of submission. If your application and your documents are submitted after the time of the deadline they will not be accepted and your application will be rejected.</p>	

Now you have completed your application thoroughly and systematically, you have given yourself the very best chance of success. Now ensure your application is delivered ahead of the closing date and be confident that you have done all you can.