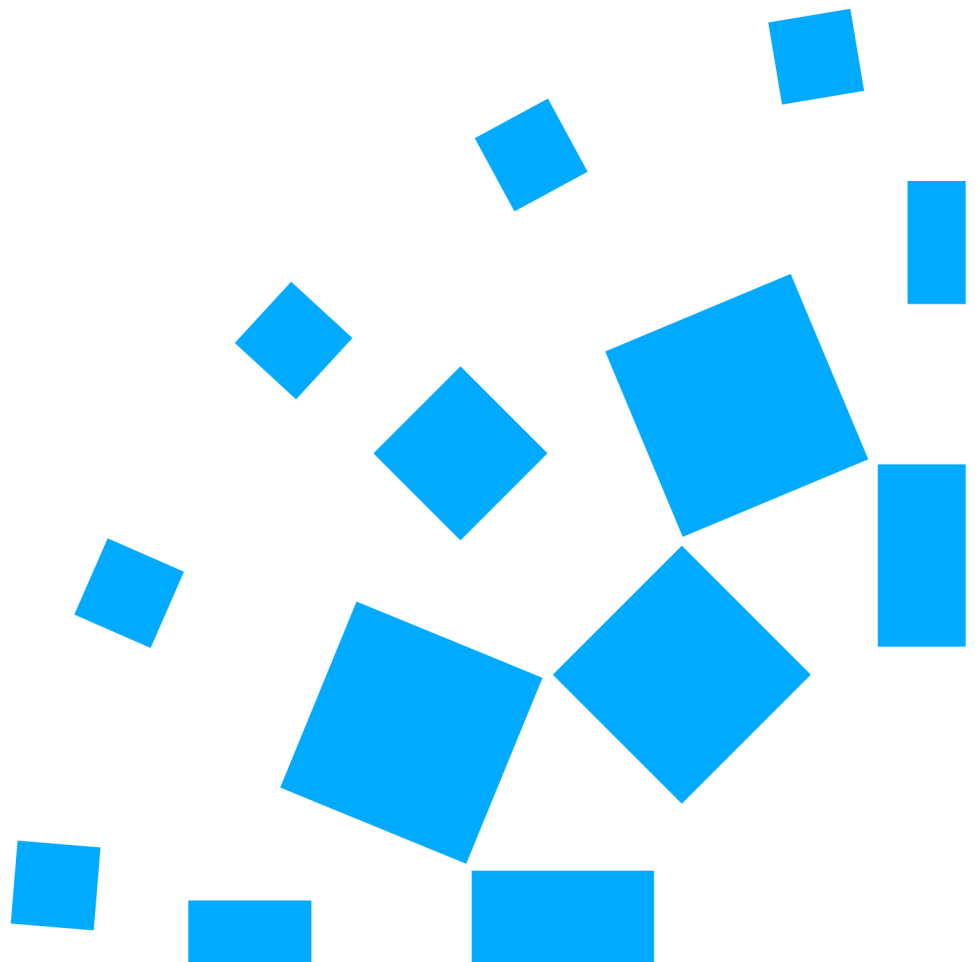


National sift candidate guidance

Version number 1.0



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National sift candidate guidance

This guidance contains information about the national sift process provided by the College of Policing. It describes the format of the two exercises that are used and gives advice on how to approach them.

Why am I being asked to take these exercises?

Completing the national sift will allow you to demonstrate your suitability for entry to the next stage of the recruitment process. The exercises within the sift are used to assess capabilities, strengths and behaviours that are important within the role for which you have applied.

Using these exercises offers a number of benefits, including the following:

- they provide an objective method of assessing people based on job-relevant criteria
- they provide candidates with an opportunity to demonstrate their strengths and abilities

Situational judgement test

What is the SJT?

The situational judgement test (SJT) assesses your judgement and decision-making skills in relation to job-relevant situations. In the exercise, you will be presented with a series of scenarios that reflect challenging situations you may face when working in the role. For each scenario, you will be presented with four possible actions that could be taken. You will be asked to rate each of the four actions in terms of its effectiveness in addressing the scenario. The scale that you will use to rate the actions is shown below.

- **Counterproductive:** An inappropriate action that will have a negative impact or make the situation worse.
- **Ineffective:** A poor action that will not help to resolve the situation.
- **Slightly effective:** An action that would have a small positive impact on the situation.

- **Effective:** A reasonable action that would help to resolve the situation.
- **Very effective:** One of the best actions that could be taken to resolve the situation.

No prior knowledge of the role or any specialist knowledge is required to complete this exercise. Your responses should be based solely on the information presented in each scenario. Below, you will find two example scenarios, which are similar to those that you will be asked to complete when you take the SJT. This will help you understand the format of the scenarios and actions.

During the SJT, you should consider the effectiveness of each action in terms of your first response to the scenario presented. You should rate each action independently of the other actions presented. You may feel that you would take a different action to those presented. However, you should concentrate on rating the effectiveness of the four actions that are actually provided.

Example scenario 1

You have identified an area on a local estate that is well known for anti-social behaviour. A group of young people have been congregating outside a community centre and have been intimidating local residents who attend events there. You have spoken with a number of the residents to identify the main concerns and what actions they would like the police to take. It does not appear that the group of young people are committing any criminal offence. However, the residents want the young people to be moved on and prevented from congregating in this area.

Before taking any action, gather more information about the young people from any relevant parties, such as social workers or community groups, and seek their views on what should be done.	The young people are not committing a criminal offence. Explain to local residents that you will record and monitor the situation for now, in case it worsens.	Disperse the young people and prevent them from congregating outside the community centre – for example, through more regular patrols.	Speak to the young people directly about why they are congregating outside the community centre and explain that the residents would prefer if they did not congregate in the area.
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Counterproductive	Counterproductive	Counterproductive	Counterproductive
Ineffective	Ineffective	Ineffective	Ineffective
Slightly effective	Slightly effective	Slightly effective	Slightly effective
Effective	Effective	Effective	Effective
Very effective	Very effective	Very effective	Very effective

Example scenario 2

You are currently in the office completing some paperwork for a case. While you are working, you are approached by one of the new police constables in your team. He explains to you that he has forgotten to complete the necessary paperwork on a case that you both attended almost a week ago. The case was not particularly high priority, but it is still important that paperwork is completed as soon as possible. Your other colleagues have told you that the constable has done this many times and can be quite forgetful.

Stop your work to explain to your team member the implications of not writing up his case notes. Ask him why he forgot this time and whether he needs any help.	Tell your team member that he should complete the paperwork as soon as possible because it is his responsibility and a crucial part of his role.	Explain to your team member that you will have to inform your supervisor because this kind of behaviour is becoming a habit with him.	Reassure your team member that everyone makes mistakes sometimes and offer to write up the case notes yourself as you were also present at the incident.
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Counterproductive	Counterproductive	Counterproductive	Counterproductive
Ineffective	Ineffective	Ineffective	Ineffective
Slightly effective	Slightly effective	Slightly effective	Slightly effective
Effective	Effective	Effective	Effective
Very effective	Very effective	Very effective	Very effective

When you take the exercise, you will be asked to complete a range of scenarios similar to these example scenarios. You will be given full instructions about the exercise before you begin. The exercise is not timed but it should take approximately 30 minutes to complete.

When responding to the scenarios, keep in mind the following points.

- Think about what the important decision-making criteria are in relation to the specific scenario. What is the main priority? What will a successful outcome look like?
- Consider the likely consequences of each action in relation to the situation. What will the impact be? Who will be affected? How are they likely to react?
- You will be able to access the rating scale descriptions at any point you need to during the exercise.
- Remember that you should rate each action independently of the other actions presented. You can allocate the same rating to more than one action within a scenario, if you feel this is appropriate. You should not assume that you have to use the full range of the rating scale in response to actions relating to a scenario.

Behavioural styles questionnaire

What is the BSQ?

The behavioural styles questionnaire (BSQ) measures your typical behaviour and preferences at work. The purpose of the questionnaire is to assess whether you have the right behaviours and attitudes to be effective in the role.

You will be presented with a series of statements and asked to decide the extent to which you agree or disagree with each statement, using the following rating scale:

- completely disagree
- strongly disagree
- somewhat disagree
- neither agree nor disagree
- somewhat agree
- strongly agree
- completely agree

Depending on your responses, you may also be asked to rank statements in terms of which is most like you, in relation to your typical behaviour at work.

There is no time limit, but it should take approximately 20 minutes to complete the questionnaire. No prior knowledge of the role of a police officer or any specialist knowledge is required to complete this exercise.

Below, you will find an example question, which is similar to one you will be asked to complete when you take the BSQ. This will help you understand the format of the exercise and the types of questions that you will be asked.

Example question

Each statement will be presented for you to rate on the seven-point scale.

I enjoy having to solve complex problems.

Completely disagree

Strongly disagree

Somewhat disagree

Neither agree nor disagree

Somewhat agree

Strongly agree

Completely agree

Depending on your responses throughout the exercise, you may also be asked to rank statements. When ranking statements, you will be asked to select the statement that is **most** like you.

Of the following statements, please select the one that is **most** like you:

I am patient when dealing with others.

I always set high standards for my work.

I stay true to my beliefs, even when it is easier not to.

After selecting the statement that is most like you, you will continue to the next screen, where you will then be asked to select which of the remaining two statements is most like you.

When responding to the statements, keep in mind the following points.

- Read and think about each statement carefully before responding.
- Be as honest as possible about the extent that each statement reflects your typical behaviours and attitudes at work.

Assessment

You will be invited to complete both exercises as part of the assessment.

Preparing for the assessment

- You can complete both exercises on a laptop, desktop computer, tablet or mobile device.
- Make sure that you allow sufficient time to complete each exercise. While the exercises are untimed, we recommend that you complete each exercise in one sitting, if possible.
- Before you begin the exercises, make sure that you are in a quiet location and that you are free from distractions.
- If you have concerns about completing the exercises or feel that you may require any reasonable adjustments, please contact your recruiting force.

During the assessment

- If you run into any technical issues or your internet connectivity drops, you can access the exercises again by clicking on the assessment link in the invitation email.
- Instructions are provided at the start of each exercise. Read these instructions carefully before beginning.
- If you require technical assistance, contact support@cubiks.com
- If you have any queries relating to the sift assessment, please contact your recruiting force.
- Try to remain calm and focus on performing to the best of your ability.

Good luck with your assessment.

About the College

We're the professional body for the police service in England and Wales.

Working together with everyone in policing, we share the skills and knowledge officers and staff need to prevent crime and keep people safe.

We set the standards in policing to build and preserve public trust and we help those in policing develop the expertise needed to meet the demands of today and prepare for the challenges of the future.

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