



# Global Hiring Framework

Professional Candidate  
Preparation Guide

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V1.0



## Assessment process

Throughout the hiring process you may have a number of interviews with different stakeholders, with each interview focusing on various aspects of your knowledge, skills, experience, behaviour, and motivation for the role. Details of the Behaviours and Skills that make up our talent framework and that you may be assessed against can be found on the following page. You will be informed by your Barclays Recruiter on the specifics of your assessment.

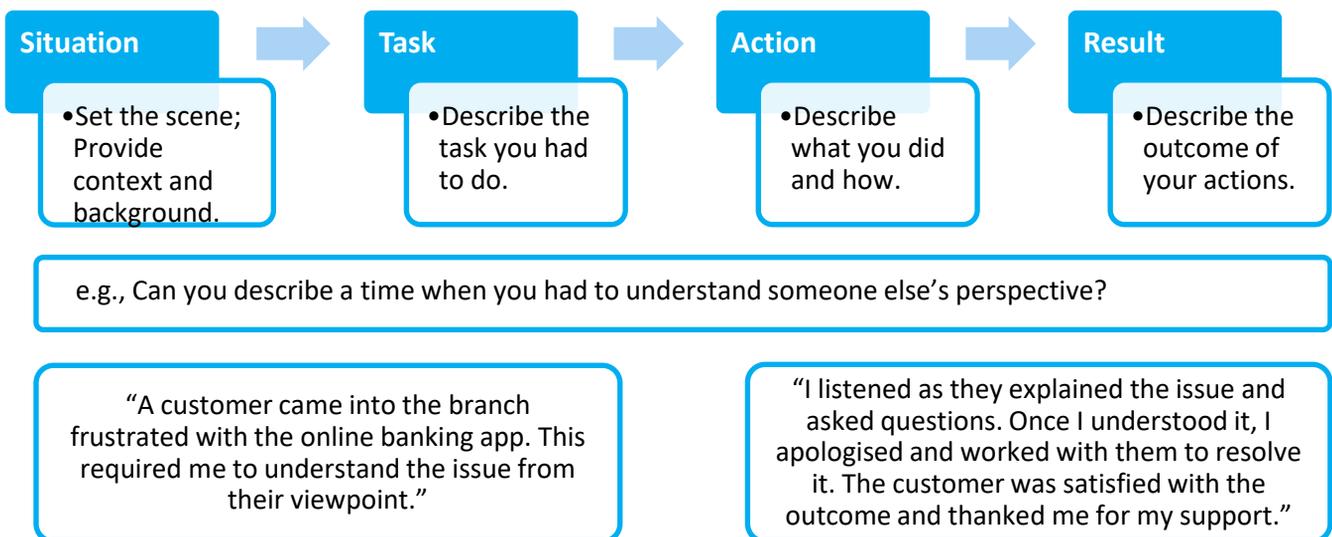
As part of the hiring process, you may be asked to complete an online assessment. These assessments are designed to provide us with **valuable insight** into your personality, motivations and typical behaviours in a work environment. You may also be asked to complete cognitive ability tests as part of your application. When you receive instructions to complete these online assessments, you will also have the opportunity to experience and practice the types of questions that you will be asked.

Once completed, your results will be used as part of the hiring process and may be discussed further during your interviews.

## How to prepare for the interview

Across the interviews you will be asked to give recent examples of when you have demonstrated a specific behaviour or experienced a specific situation. It is recommended that you remind yourself of your notable work experiences within the last 12-18 months and achievements to draw upon. Using the **STAR method** can guide the structure of your answer to a question and can help you provide the interviewer with as much relevant detail as possible to showcase your suitability for the role.

### The STAR method



## Barclays Global Hiring Framework

Values	Definition
Respect	We harness the power of diversity and inclusion in our business, trust those we work with, and value everyone's contribution.
Integrity	We operate with honesty, courage, transparency and fairness in all we do.
Service	We act with empathy and humility, putting the people and businesses we serve at the centre of what we do.
Excellence	We set high standards for what we do, championing innovation and using our energy, expertise and resources to make a positive difference.
Stewardship	We prize sustainability and are passionate about leaving things better than we found them.

Mindset	Definition
Empower	Trust, support and inspire each other to deliver. Promote a culture of inclusion and leverage diverse perspectives. Celebrate success. Learn from failure and use it to continuously improve. Know what decisions you can take and make them. Address issues or problems you encounter, and raise those outside your remit.
Challenge	Question whether things can be improved, simplified and/or automated. Be curious and ambitious; challenge the status quo. Speak up and listen up. Be open to alternative viewpoints. Use insights based on data to inform decisions. Deeply understand client and customer needs to develop long term relationships.
Drive	Act like an owner. Take personal accountability. Operate with precision to deliver high quality work efficiently. Manage risks proactively. Champion change and actively support transformation. Be prepared to adapt. Collaborate across Barclays to get things done. Focus on outcomes that deliver sustainable value to our clients, customers, shareholders and communities.

Critical Skills	Definition
Risk and Controls	Understands governance, risk and control principles, and uses them to inform decision making, problem solving, and to identify and manage risk.
Change and Transformation	Understands how to execute change and transformation and why it is important to the bank's continued success.
Business Acumen	Understands how the bank operates and how to make evidenced-based decisions that drive sustainable performance.
Strategic Thinking	Understands the bank's strategy and how to apply this knowledge to ensure all decisions and activities contribute to the bank's vision and success.
Digital and Technology	Understands how to leverage digital transformation, automation and simplification to improve services for colleagues, clients and customers.
Technical	Role-specific skills.

LEAD	Definition
Listen and be authentic	Make all colleagues feel valued and heard, creating an environment of psychological safety and inclusion. Be open, honest and authentic. Invite feedback and admit when you are wrong or do not have the answers.
Energise and inspire	Set ambitious plans for your team that supports Barclays strategy & Purpose. Communicate with clarity and impact to inspire your people and bring our vision and strategy to life. Make things simpler, remove blockers and influence across Barclays to enable your people to deliver.
Align across the enterprise	Use the full capabilities available across Barclays to enable successful delivery and outcomes. Deliver sustainable and long-term value for our Clients, Customers, Shareholders and Communities. Align delivery and outcomes to Barclays strategy & Purpose, ahead of team or personal interests.
Develop others	Foster a culture of learning and curiosity, where developing yourself and others is valued and prioritised. Support and empower all colleagues to grow and progress their careers across Barclays. Role model, recognise and reward the demonstration of our Values and Mindset.