



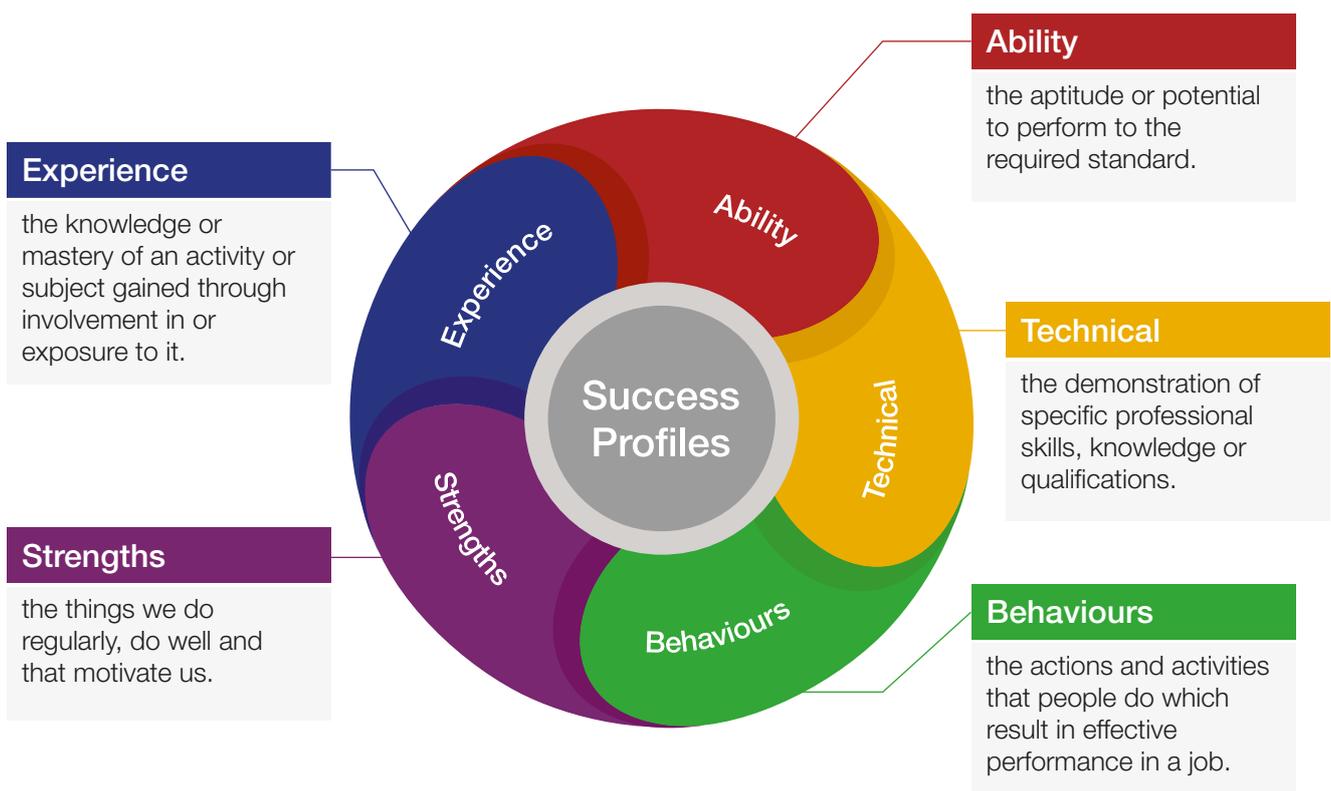
Success Profiles

Candidate Overview

What are Success Profiles?

The Civil Service recruits using Success Profiles. This means for each role we advertise, we consider what you will need to demonstrate in order to be successful. This gives us the best possible chance of finding the right person for the job, drives up performance and improves diversity and inclusivity.

Our Success Profile is made up of five elements.



Not all of the elements are relevant to every role, and will vary depending on the profession, level and type of role. You should ensure you read the job description carefully to see what elements are required for the specific job you are applying for. There are separate guides to each of the elements, which will give you more information about what and how you can demonstrate specific requirements.

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How the elements are assessed

The Civil Service assesses candidates in a number of different ways, depending on the type of role and level you are applying for. Using a range of assessment methods helps us to more accurately match people to the essential requirements of the job. For example, you may be asked to complete an application form or to provide a CV and supporting statement, which may help us assess your experiences, technical qualifications and behaviours or you may be asked to attend an assessment centre or complete an online test to assess your abilities. Often a combination of these approaches will be used and more than one element may be tested within the same assessment method.

Details of which elements will be assessed and how we will assess you against these, are included in the job description.

Reasonable adjustments

The Civil Service is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. If you require any reasonable adjustments to our recruitment process please let the recruiting manager know. Examples of adjustments include providing documents in large print or braille, allowing more time for a test or interview or providing assistance at an assessment centre.

Some examples of Civil Service assessment methods:

Application form

You will usually be asked to complete an application form as part of the assessment process. In addition to your personal information you might be asked to provide examples of occasions when you have demonstrated certain behaviours. The Civil Service has defined a set of behaviours that, when demonstrated, are associated with job success.

Civil Service Behaviours are tailored to the grade level of the job role but you will not be asked to demonstrate all Civil Service Behaviours for one role. Use the examples given in the Civil Service Behaviours to think about occasions when you have previously demonstrated the behaviour described. This might be at work or somewhere else such as work experience, volunteering or in connection with a hobby. Don't assume the recruiting manager will know or understand the situation you were facing, you need to make sure it is clear how the example meets the behaviour being assessed.

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CV and/or supporting statement

You may be asked to submit a CV (and sometimes a supporting statement) as well as, or instead of, an application form. Your CV is one of the first opportunities you have to demonstrate your skills, experience and achievements and may be used to shortlist applicants for further recruitment stages.

We may ask you to provide your CV in an anonymised format, which omits certain information that could be used to identify you such as your name, age or gender. You may also be asked to only include educational qualifications which are relevant to the role you are applying for e.g. professional qualifications. This is to make sure that the process is fair and irrelevant information is not taken into account during the selection process.

If you are asked to provide a supporting statement, you should use this as an opportunity to further highlight how you meet the criteria set out in the job description. You may wish to include examples of how you have tackled similar tasks or demonstrated the skills outlined in the job advertisement.

Online tests

You may be asked to complete one or more online tests as part of the recruitment process. You will usually be sent a link to a website where the tests are to be completed. These tests help us to identify whether you have the skills required for the role and assess your suitability for the type of work the Civil Service usually does. The number and type of tests you will be asked to complete will depend on the type of role you are applying for.

You can usually take the tests at any time within a specific number of days, which will be outlined in the email sent to you. There will also be a number of practice questions you can try before taking the test. The tests may be timed, and so you should ensure you can give them your full attention before starting the assessment.

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Interview

Part of the assessment process will usually involve an interview. Generally this will be face to face but we sometimes use telephone or recorded interviews.

The purpose of all the interviews is the same: to assess your suitability for the role. It will usually last 30-60 minutes and you may be asked to describe specific occasions when you have demonstrated a certain skill or behaviour.

Before you attend an interview, look carefully at the job description and think about examples you can give of times when you have previously demonstrated the behaviours outlined. You may also wish to consider how you would handle similar situations in the future.

You may also be asked questions about what interests you and what you enjoy doing. These questions will help the interview panel assess your strengths and preferred style of working. The Civil Service Strengths Dictionary will give you an idea of the strengths we look for in the Civil Service, although you will never be expected to demonstrate all of these for one job role. Before the interview it would be helpful to reflect on what you feel are your personal strengths and preferred ways of working.

Presentation

You may be asked to do a presentation as part of the assessment process. You may be told the subject of the presentation in advance to allow you to prepare, or it could be given to you on the day. The subject of the presentation may or may not be an area you are familiar with, and you might be given some additional materials to help you prepare. The letter inviting you to the assessment will give details of the format the presentation will take, the time allowed for the exercise and whether handouts or presentation slides are expected.

It is also likely that the assessors will ask you further questions about your presentation. These might focus on the subject matter but may also cover the way in which you prepared for the assessment.

Assessment centre

An assessment centre will usually consist of a combination of different selection methods, such as an interview, a presentation and an online test. Details of which selection methods will be used and what to expect on the day will usually be given in the letter inviting you to the assessment centre.