

## Recruitment with Success Profiles: Assessing Written Evidence

Every recruitment process can generate a significant volume of written material, comprising everything from CVs and covering letters through to personal statements and evidence of candidate behaviours. As a recruiter, being able to assess all these submissions in an objective manner is a vital part of running a fair and transparent selection process. It reduces the chances of strong candidates being lost along the way and maximises the likelihood of appointing the right person for the job.

Having a robust and standardised approach to assessment will help achieve this, as well as making sure we comply with our legal obligations under the Equality Act and adhere to the Civil Service's recruitment principles.

### Description

This course is designed to show you how best to classify and evaluate the content of the written submissions provided by candidates. It reinforces the importance of having clear assessment criteria that draw upon the vacancy's person specification. It will help you to standardise your assessment approach and deliver a fair and efficient appraisal of all written evidence.

You will need to complete the digital courses 'Recruitment with Success Profiles: Getting It Right' and 'Recruitment with Success Profiles: Introduction to Success Profiles' before you can commence this course.

### What does it involve?

This course begins with two documents for you to read. The first introduces you to the different stages of the assessment process, who might be involved and how best to approach your assessment. The second considers the importance of being able to apply scoring methods that are reliable, accurate and meaningful.

The subsequent half-day workshop provides an opportunity to explore the various components of the assessment process

in more depth. You'll be introduced to the structure, templates, scales and scoring process you need to assess written submissions in a fair and consistent manner. Afterwards, you'll be asked to complete a reflective activity, thinking about what you'll do differently in your next recruitment process as a result of what you've learned.

### What's the outcome?

Having completed this course, you'll be able to explain why standardised approaches to assessment increase the probability of you selecting the right person for the role. You'll be able to apply techniques to be more objective when assessing written evidence and will understand why the quality of the assessment criteria is so important. Equipped with this knowledge, you'll be able to use a standardised approach to assess and score CVs, personal statements and applications before providing meaningful, evidence-based feedback to your candidates.

## Learning activities



Two  
introductory  
documents





Workshop



Reflective  
activity

### Delivery method:

F2F 

VLE 

### Estimated learning time:

4 hours 45 minutes

## How to book

[bookings.governmentcampus.co.uk](https://bookings.governmentcampus.co.uk)

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