

Success profiles – designing your assessment process

Finding the right person to fill a job vacancy has always been a tricky process. The challenge for any recruiter is making sure that a candidate's full array of skills, strengths and behaviours can be brought to the fore and fully assessed before a decision is made. By introducing the Success Profiles recruitment framework, the Civil Service has moved away from using a purely competency based system of assessment. In its place has come a more flexible framework, allowing candidates to be assessed in a number of different ways, designed to guarantee a better fit between a role and a successful candidate.

Description

This topic is designed to demonstrate how Success Profiles delivers a more rounded and inclusive approach to recruitment. It shows how using a blend of different assessment options, mapped to the critical components of a job description, will provide a better understanding of a candidate's suitability for the role.

You'll learn about the different assessment options available to you, including psychometric and aptitude tests, and be able to weigh up their suitability for any recruitment process you're planning. You'll also learn about writing job descriptions and person specifications in line with the Success Profiles framework. Bearing in mind the importance of inclusivity within your recruitment efforts, there will also be a focus on eliminating indirect discrimination from your assessment activities.

What's the outcome?

Completing this topic will help you to design appropriate and effective recruitment campaigns within the Success Profiles framework.

This will improve your chances of finding the right person for your vacancy, which, in turn, should improve the performance of your team. By giving every candidate the best possible chance to demonstrate their full range of technical skills, experience and behaviours, you'll contribute to creating a more diverse and inclusive Civil Service workforce.

What does it involve?

This topic involves a number of bite-sized online learning activities, including tutorials, videos and reading material. These introduce you to the rationale for the Success Profiles framework and how best to test a candidate against each of its component parts. There's also guidance on defining a job role and writing an appropriate description.

These activities are followed by a face-to-face workshop, lasting half a day. Featuring practical exercises and case studies, this is an opportunity to practice the skills developed in the preceding online activities. You'll also be expected to produce a personal action plan, outlining how you expect to put these skills to use back in the workplace.

You can also choose to do this topic in a [digital-only](#) format. This comprises a series of online learning activities alongside practical exercises for you to complete in the workplaces.

Learning activities



Online
resources



Online
tutorial



Workshop

Delivery method:



F2F



VLE



DGTL

Estimated learning time:

5 hours 30 minutes

How to book

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