



Civil Service

Live Online

**Success Profiles across
the Civil Service**

**Civil Service Live Online
14 and 15 July 2020**

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The Civil Service is changing.

Together we're finding new ways to serve the public, work more efficiently, and make government more transparent.

We're making the Civil Service a truly brilliant place to work.



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Preparation for Success Profiles

- 1) Recommendation - at a very early stage you should start preparing by starting writing your CV or strengthening it. Do not wait until your dream job is published.
- 2) You can start writing or strengthening behaviour examples. Really consider your behaviours & strengths – do you have the right skills for role?



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Preparation for Success Profiles

- 3) You should consider getting a suitable Civil Service mentor or coach to have a second opinion on your personal statement & CV.
- 4) Trial strength based responses within your team or appropriate colleagues to get used to new approach.
- 5) Have a mock interview using new video recruitment process.



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Civil Service Career Professions & How will the Civil Service use Success Profiles?

- **Behaviours**
- **Experience**
- **Ability**
- **Technical**
- **Strengths**



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Behaviours

- **Behaviours** are **actions and activities** that people **do** that result in effective performance in a job.
- Similar to competencies but **they are not the same!**



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Behaviours

- Refreshed and re-written to better reflect the behaviours needed in a modern Civil Service
- **Not** a 'tick list'!
- Lets look at typical manager SO Job description



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Behaviours: Leadership

- Show pride and passion for your work and positive, inclusive engagement with your team.
- Understand your areas of responsibility and display awareness of the wider impact of your actions.



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Experience

- **Experience** is the **knowledge** or **mastery** of an activity or subject gained through **involvement** in or **exposure** to it
- Usually explicitly related to the **job role**
- Can be **transferable** from another related context



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Experience

- It is **not** the same as 'time served'!
- Need to be aware of **diversity and inclusion** aspects

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Ability

- **Ability** is the **aptitude** or **potential** to perform to the **required standard**
- Usually assessed using **psychometric tests**
- Can be used as part of an **assessment center**



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Ability

- Your ability may be **assessed alongside other elements** of the Success Profile to get a more rounded picture of your suitability for the role.
- Ability can be assessed at various stages of the recruitment process but is often done at the beginning.



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What is a Psychometric test and why use them?

The most common tests which are used in the Civil Service are:

- Verbal Reasoning Test (VRT)
- Situational Judgement Test (SJT)
- Numerical Reasoning Test (NRT)



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Technical

- **Technical** is the demonstration of **specific professional skills, knowledge or qualifications**
- These are defined by each **profession**



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Strengths tested at interview

- **Strengths** are things we do **regularly**, do **well** and that **motivate** us
- Considers the **potential** of candidates
- Does the job role and organisation **fit** with the individual?



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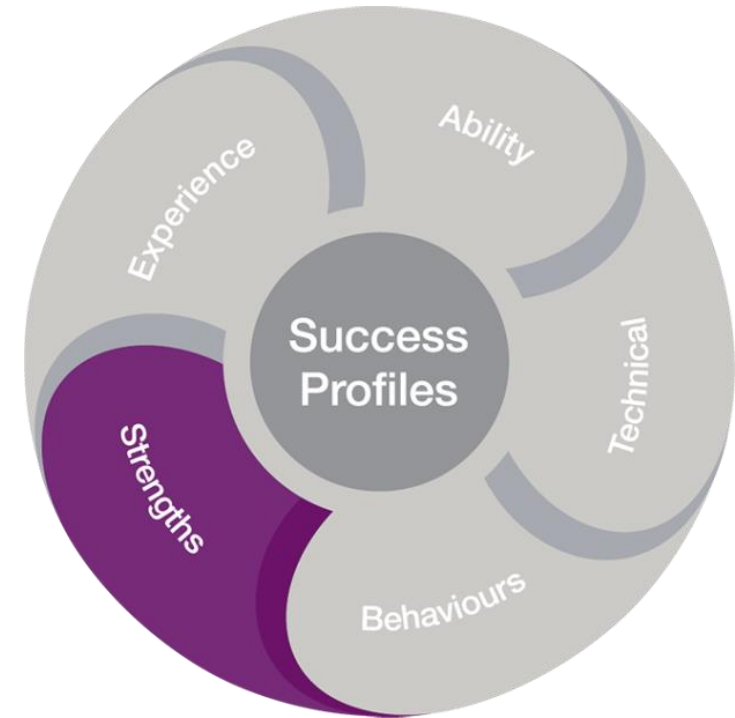
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Strengths tested at interview

- **Don't** include strengths in adverts
- Best **blended** with other assessments

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Success Profiles

Kulvinder Bahra & Sam McIlreavy:
our own journey through a Success
Profiled vacancy application

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Opportunities

- Success Profiles presentations to managers in South East England
- Demonstrated strength based interview process to West Midlands Talent Event
- Commenced a Level 5 HR Apprenticeship, have passed CIPD Accreditation.
- Presenting my career path at Race Network event for colleagues in Scotland

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Any Questions?

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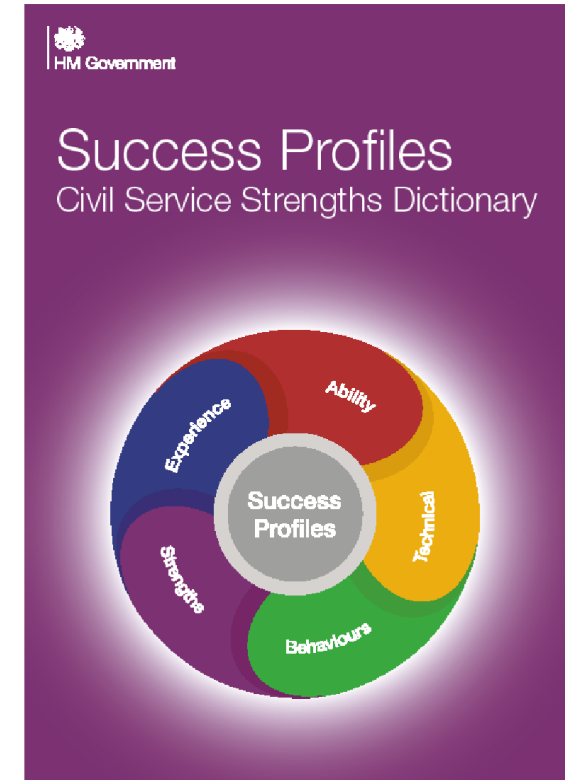
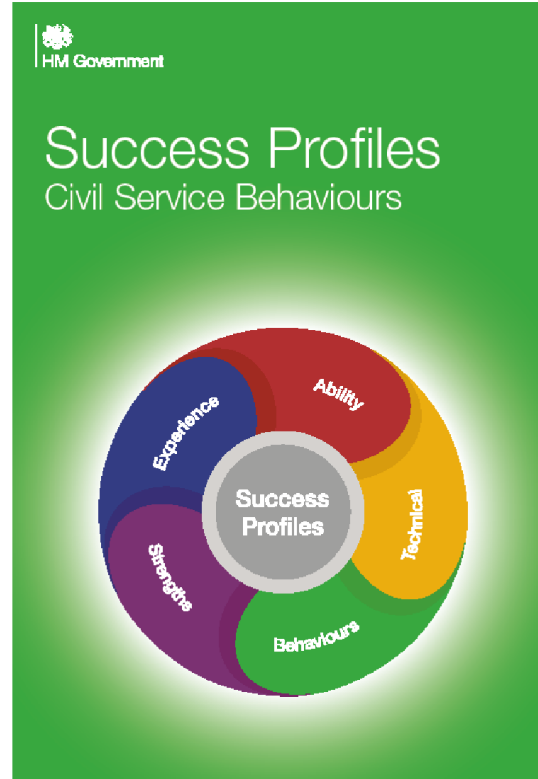


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**Some Useful
Products**

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Search CS Learning for these further resources

- Civil Service Behaviours
- Civil Service Ability
- Technical
- Experience
- Candidate Overview
- Applying for Jobs
- Panel Chairs & Panel Members Procedures
- Vacancy Holders Overview
- Vacancy Holders Toolkit
- Civil Service Interview Methodology
- Civil Service Interview Scoring Tool
- Unconscious Bias
- Interview Skills for Interviewers
- Assessment Options

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