HM Government

Success Profiles
Civil Service Ability

What are Success Profiles?

The Success Profile Framework is being introduced to attract and retain people of talent and experience from a range of sectors and all walks of life, in line with the commitment in the Civil Service Workforce Plan.

The Success Profile Framework moves recruitment away from using a purely competency based system of assessment. It introduces a more flexible framework which assesses candidates against a range of elements using a variety of selection methods. This will give the best possible chance of finding the right person for the job, driving up performance and improving diversity and inclusivity.

The elements that can be assessed to find the best candidate for the role are:

- **Behaviours** - the actions and activities that people do which result in effective performance in a job.

- **Strengths** - the things we do regularly, do well and that motivate us.

- **Ability** - the aptitude or potential to perform to the required standard.

- **Experience** - the knowledge or mastery of an activity or subject gained through involvement in or exposure to it.

- **Technical** - the demonstration of specific professional skills, knowledge or qualifications.

Not all elements are relevant to every role, so the makeup of the Success Profile should be different for different types of job to improve the chances of getting the best person for the role.

Civil Service Ability

Ability is the aptitude or potential to perform to the required standard.

The Civil Service has a set of psychometric tests which are used to help predict future performance, these include a Verbal Reasoning Test and a Numerical Reasoning Test.

Why we assess ability

When testing your ability we want to understand your aptitude for a particular type of work.

We assess ability to help predict future performance. This can help recruiting managers to get a real understanding of whether you have the skills required for the role and assess your suitability for the type of work the Civil Service does.

How we assess ability

Ability can be assessed using psychometric tests, often in an online internet-based format. Ability can be assessed at various stages of the recruitment process but is often done at the beginning.

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

- Verbal Reasoning Test (VRT) - to assess your verbal capabilities.

- Numerical Reasoning Test (NRT) - to assess your numerical capabilities.

The tests are scored automatically and you will be told whether you have achieved the pass benchmark. These tests will not be the only form of selection. If you pass, you will receive information about the next step in the recruitment process.

Your ability may be assessed alongside other elements of the Success Profile to get a more rounded picture of your suitability for the role. The job description will outline the elements required for the role and the selection method(s) that will be used.

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.