



HM Government

Success Profiles

Experience



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.

Experience

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

In the Civil Service experience is most often required for recruitment to senior roles or roles in the professions.



Why we assess experience

When looking at your experience, we are looking for examples of things you have previously achieved or your knowledge in a particular field which are relevant to the job role.

We are not looking at how much time you have served in a particular field, but rather how you performed.

Sometimes experience can be transferable from a non-work context. Skills gained through voluntary work or a hobby, such as teamwork or communication, can demonstrate the experience required for the role.

How we assess experience

We will be looking at your experience, career history and achievements that are relevant to the specific job role.

Some of the assessment methods which may be used to understand your experience include:

- Application form
- CV
- Interview.

Your experience 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.