

Reference: 2026-076

Thank you for your email in which you requested the following information under the Freedom of Information Act 2000 (FOIA):

Please provide copies of current practical materials used by the Serious Fraud Office for Civil Service promotion or internal selection, and where readily available equivalent materials used in the last three years, covering:

1. Candidate guidance for applications/personal statements, Success Profiles/behaviours/strengths, interviews, presentations, written exercises or assessment centres.
2. Assessor guidance, scoring descriptors, marking matrices/rubrics, interview guidance and moderation/calibration materials.
3. Sample or retired questions/exercises and associated marking guidance.
4. Example applications, statements, interview answers or other candidate responses used to train candidates or assessors, including scores/comments where held.
5. Materials used in positive-action, talent or development schemes to help staff prepare for promotion/selection, including workbooks, slides, coaching/mentoring guides, mock exercises and example answers.

Response

Question 1

Guidance for candidates is available on Civil Service Learning: [How to build your career in the UK Civil Service - Civil Service Learning](#), [Success Profiles: applying for jobs \(online\) - Civil Service Learning](#).

The SFO provides instructions to candidates at the various stages of the process, relevant to the role and assessment methodology being used. Please see **Annex A**, Invite to Interview – In Person, which is our template for briefing candidates ahead of interview.

Question 2

Civil Service Learning provides extensive material for assessors. You may find relevant information from the following links:

- [Recruitment with Success Profiles: Getting it right – Civil Service Learning](#)
- [Recruitment with Success Profiles: Designing the Interview – Civil Service Learning](#)
- [Recruitment with Success Profiles: Assessing Written Evidence – Civil Service Learning](#)
- [Recruitment with Success Profiles: Introduction to Success Profiles – Civil Service Learning](#)
- [Recruitment with Success Profiles: Interviewing and Assessing Skills – Civil Service Learning](#)
- [Recruitment with Success Profiles: Designing the Assessment and Selection Process – Civil Service Learning](#)

- [Recruitment with Success Profiles: Writing Job Descriptions and Person Specifications – Civil Service Learning](#)

Question 3, 4, 5

We do not hold information responsive to these requests.

Annex A: Invite to interview – In Person

What to expect on the day

[Delete part 1 if no assessment] The selection process will be in two parts, and successful candidates need to pass both parts to be considered for appointment.

Part 1. Assessment

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Part 1. Assessment

[Delete/adjust as appropriate – In tray assessment] As part of the interview process you will be asked to complete an assessment exercise prior to the interview itself.

The assessment instructions will be provided at the beginning of your [X] minute time slot; you will have [X] hour to complete and return your assessment. No prior preparation is needed for the assessment.

The exercise will assess the following criteria:

- Behaviours [Delete as appropriate and list the criteria]
- Experience [Delete as appropriate and list the criteria]
- Technical [Delete as appropriate and list the criteria]

[Delete/adjust as appropriate – Presentation (Question in advance)] As part of the interview process you have been asked to prepare a [X] minute presentation in response to the question below.

[Question]

At the beginning of your interview, you will present your answer to this question to the panel. The panel may then ask you further questions about your presentation.

The presentation will assess the following criteria:

- Behaviours [Delete as appropriate and list the criteria]
- Experience [Delete as appropriate and list the criteria]
- Technical [Delete as appropriate and list the criteria]

[Delete/adjust as appropriate – Presentation (Question just before the interview)] As part of the interview process you have been asked to prepare a [X] minute presentation. You will be provided a question at the beginning of your [X] hour time slot and you will have [X] hour to prepare a presentation in answer to this question.

After preparing for [X] hour, you will attend your interview and present your answer to this question to the panel. The panel may then ask you further questions about your presentation.

The presentation will assess the following criteria:

- Behaviours [Delete as appropriate and list the criteria]
- Experience [Delete as appropriate and list the criteria]
- Technical [Delete as appropriate and list the criteria]

Part 2: Interview

You will then have an interview lasting up to [X] minutes. The interview will be carried out by a panel of [X] SFO members of staff and will ask you questions about [Behaviours, Experience, Technical, Strengths].

[Delete as appropriate] **The Behaviours will explore examples of how you have demonstrated each of the below:**

[Insert behaviours]

To prepare, please think about examples of how you can demonstrate each of these. It can be helpful to frame your answer in the following way:

S – what was the situation?

T – what was your specific task?

A – what actions did you take?

R – what was the result?

Remember to listen to the question carefully and ensure your example is answering the question as well as demonstrating the behaviour.

[Delete as appropriate] **The Experience questions will explore how far you can demonstrate you have the essential experience from the job description:**

[Insert essential and/or desirable experience]

[Delete as appropriate] **The Technical questions will explore how far you can demonstrate you have meet the criteria, as listed below:**

Insert technical criteria]

[Delete as appropriate] **The Strengths-based questions will explore what you enjoy and your motivations relevant to the job role. This is an example of a strengths-based question:**

“It is often said that the customer's needs should come first. To what extent do you agree or disagree with this statement?”

There is no expectation or requirement for you to prepare for the strengths-based questions in advance of the interview, though you may find it helpful to spend some time reflecting on what you enjoy doing and what you do well.

You may bring your application form with you to the interview, and any other notes that you feel may be of assistance to you. At the end of the interview if time allows there will be an opportunity for you to ask questions of the interview panel.

What feedback will be given?

Scores from interviews and assessments will be made available to all applicants via the Civil Service Jobs Application Centre. More detailed feedback can be provided on request by emailing People@sfo.gov.uk once the campaign has concluded.