



Civil Service Fast Stream

Fast Stream Assessing

Our Mission	The Fast Stream is the Government's flagship graduate development programme, equipping the brightest candidates with the knowledge, skills and experience they need to become future leaders of the Civil Service. Our aim is to ensure that present and future governments are supported by leaders able to respond to diverse situations and changing priorities. We value and welcome diversity and we are passionate about delivering a leadership pipeline that is representative of the population it serves.
Assessments in 2020/21	All of our assessment centres will be delivered virtually this year. This means that you will be expected to assess from home or a suitable office location. We will be delivering assessments via Livestorm and Google Meet. You will need to be able to access these platforms to undertake assessments, have a strong WIFI connection and a suitable space where you will not be disturbed when assessing. Assessors must be a substantive SEO (or equivalent) grade or above.
What you will do	<p>Assessors will be asked to complete some pre-event reading and attend some mandatory virtual courses. The first event will be approximately half a day, followed by a full day event focusing on the leadership and virtual meeting exercises. There will be an optional virtual course for those assessors who would like to assess written exercises and all assessors are expected to watch the IT familiarisation video which will be circulated via email.</p> <p>Once trained, assessors are expected to complete the equivalent of at least five days' virtual assessments over the course of the season. You will mark six exercises a day, consisting of two group exercises and four one to one leadership exercises. You'll record candidates' scores against a detailed rating framework and provide concise, robust written feedback.</p> <p>A typical assessor day will start at 08:30 and finish around 16:30. This year we are piloting half day assessment sessions, for assessors who cannot commit to a whole day. These sessions are expected to run from either 8:30 - 12:30 or 12:30 - 16:30. Assessors marking written exercises will be expected to assess 12 written scripts per day, but will have flexibility to manage their time during the day.</p> <p>Assessors will be expected to work as part of a team, but will also need to use their initiative when working alone.</p>
What type of skills do I need?	The assessment day is fast paced, so you will need to be disciplined at time keeping. Great team working is important, as you will be working with others either on the day or from a distance. Assessors need to be able to take full notes of assessment, while balancing listening skills. It goes without saying that you need to be able to suspend judgement about a candidate's performance until you have all the evidence and that you must leave any preconceived ideas about

	<p>candidates at the door. An ability to analyse information and draw out the salient points will help you to write succinct feedback for candidates. Finally, flexibility and an ability to think on your feet is an advantage – no two assessment days are the same.</p>
What you will get out of it	<p>This is an exciting and interesting opportunity for you to make an important contribution to recruiting future leaders of the civil service. Identifying talent is, of course, a cornerstone of leadership, so this is a great corporate opportunity to build leadership evidence. You'll get to meet graduates (or equivalent) from all backgrounds, as well as strengthen your cross-Government networks by getting to know other assessors from different Departments and Professions. Assessing for potential is different to performance assessment, so you'll pick up lots of techniques, which contribute to your five days' learning, and add an extra dimension to your personal development. Assessor mentoring and feedback will be given as part of your development. Above all, you will be part of one of the best regarded graduate programmes in the country - recognised as Public Sector Employer of Choice in The Times Graduate Recruitment Awards every year since 2015.</p>
Assessor Contract	<p>It is important that all assessors understand and role model the values and behaviours of a Brilliant Civil Service. All assessors are expected to adhere to an assessor contract, which will form the basis of an agreement between CSHR and the assessor in terms of behaviours, values and performance standards.</p>
How to become a Fast Stream assessor	<ol style="list-style-type: none"> 1. If you are interested in becoming a Fast Stream assessor, please email us at development.work@cabinetoffice.gov.uk. You will need to state your name, contact details and grade (please note that assessors are required to be a substantive SEO or above). 2. You will then be asked to fill in a short form. 3. Once we have received this information we will book you onto the mandatory virtual training events. 4. The course facilitators will work with you to ensure you have the skills and motivation needed to be an effective assessor. 5. Once you have completed and passed your training you will be able to assess at FSAC. 6. You will be given access to our assessor IT system and you will be invited to share your availability to assess at FSAC. 7. Once you have shared your availability to assess, the Fast Stream team will send you confirmation of your assessing dates.
Indicative Timeline	<ul style="list-style-type: none"> - <u>Expressions of interest</u> and Assessor Form must be submitted by 4 October 2020. - Attend <u>Assessor Training</u> (dates in October and November, to be confirmed) - <u>Assessment centres</u> are scheduled from 23 November 2020 -12 February 2021.
Expectations	<p>Assessors would be expected to complete training modules and around five days assessing, according to availability. Once you have confirmed your ability to assess you should not renege on those dates.</p>

Civil Service Commission's Recruitment Principles	Selection for appointment to the Civil Service Fast Stream is based on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles.
Further Information	If you have any questions about becoming a Fast Stream assessor, please contact London's Fast Stream team by emailing development.work@cabinetoffice.gov.uk . Alternatively please call Tasfia on 07894327200.