



## Foreign & Commonwealth Office

**Human Resources Directorate**  
Foreign and Commonwealth Office  
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Website: <https://www.gov.uk>

### **FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0214-15**

Thank you for your email of 25<sup>th</sup> February 2015 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

*Dear all*

*Please provide me information on the following:*

- 1. How much is spent on psychometric tests per year?*
- 2. Which companies are contracted to do the tests?*
- 3. What protocols are in place in relation to the tests?*
- 4. Which levels of staff seniority are given psychometric tests each year.*
- 5. How are the results of the test conveyed? Pass, fail, 10/10 etc?*
- 6. What are the results for 2014? - stripped of any personal data*

*Please include staff of all executive agencies in your department.*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

Please find below the information that the FCO can release to you. We have included the Executive Agencies listed below in our response. These are part of the FCO; however as Executive Agencies their management and budget responsibilities are treated separately in order for them to carry out executive functions of the FCO.

| <b>Executive Agency</b>  | <b>Response</b>                      |
|--|--------------------------------------|
| FCO Services – A trading fund of the Foreign and Commonwealth Office | Data below                           |
| Wilton Park  | Have never used psychometric testing |

The FCO uses psychometric tests for the external recruitment in to senior management positions. In addition, psychometric testing is used in the recruitment of graduates through the Civil Service Fast Stream competition. For each candidate the FCO pays a standard recruitment fee of £4,400 per Fast Streamer. This includes a charge for the psychometric testing element at the first stage of the competition. As this competition is run by Civil Service Resourcing we are unable to give a further breakdown of the costs or results given.

*1. How much is spent on psychometric tests per year?*

|              | Reporting Period         | FCO        |
|--------------|--------------------------|------------|
| FCO          | January to December 2014 | £7,100.80  |
| FCO Services | April 2013 to March 2014 | £16,047.05 |

*2. Which companies are contracted to do the tests?*

**FCO:** We work alongside an external recruitment agency who recommend a third party supplier to carry out psychometric testing if it is required as part of the recruitment process. In 2014 we used Veredus and Penna to provide these services.

**FCO Services:** Capita

*3. What protocols are in place in relation to the tests?*

**FCO:** The third party supplier conducts the tests with candidates and feeds back to FCO Hiring Managers in the form of a written report and verbal explanation.

**FCO Services:** Capita provide a bureau service for FCO Services. FCO Services have qualified members of the resourcing team, who implement the tests and are registered and trained with the British Psychological Society.

*4. Which levels of staff seniority are given psychometric tests each year.*

**FCO:** Psychometric testing is only used for recruitment in to Senior Management positions (SCS, Deputy Director and above) as required.

**FCO Services:** Psychometric tests are not limited to grade or seniority but are used in line with best practice guidelines whereby they are deemed relevant for the role and where they will add value to the recruitment process and decision.

5. *How are the results of the test conveyed? Pass, fail, 10/10 etc?*

Results are conveyed depending on the type of test. Different tests provide different output reports. This usually takes the form of a written report and verbal explanation to the Hiring Managers on the day of the interview. Feedback is administered by qualified personnel in line with best practice guidelines.

6. *What are the results for 2014? - stripped of any personal data*

Psychometric tests are used to aid the selection panel in their decision. At the end of the test a psychological personality profile is provided. It is not possible to answer this question, as the tests do not generate quantifiable scores; rather they provide a personality profile that can then be interrogated through the interview process.

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Yours sincerely,

Human Resources Directorate



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