



Medicines & Healthcare products Regulatory Agency

MHRA Central Freedom of
Information Team
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[MHRA Website](#)

Our Ref: **FOI2026/01003**

27 October 2026

Dear [REDACTED]

Thank you for your Freedom of Information (Fol) request received on [date of receipt]. You wrote:

Please provide copies of current practical materials used by the Medicines and Healthcare products Regulatory Agency 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.*

I am not requesting personal data or live secure question banks. Where current material cannot be disclosed, please provide retired/sample equivalents if held. Redaction is preferable to withholding whole documents.

If this exceeds the cost limit, please prioritise items 2, 4 and 5.

MHRA Response

Following a search of our paper and electronic records, we have established that some of the information requested is held.

In relation to item 1, information is exempt under Section 21(1) of the Freedom of Information Act since it is already publicly available and can be accessed via the following links and is shared with candidates:

[Success Profiles: Civil Service behaviours - GOV.UK](#)

MHRA vacancy advertisements and job descriptions identify the Success Profile elements that will be assessed and at which stage of the recruitment process.

In relation to items 2 to 5:

- MHRA holds internal recruitment guidance for recruiting managers and assessors.
- MHRA does not hold standard example applications, model interview answers, or candidate responses used for training purposes.
- MHRA does not currently provide structured candidate preparation materials such as mock applications, model personal statements, or practice exercises for promotion processes.

We have considered the internal recruitment and assessment materials held by MHRA and are providing the following documents within the scope of your request:

1. Screenshot of MHRA intranet pages
2. Job Description template
3. Advert template
4. How to Guide
5. AI in Recruitment guidance
6. Shortlisting matrix
7. Interview proforma
8. Chairperson Report and Guidance

If you have any queries about this letter, please contact us quoting the reference number above.

Yours sincerely,

MHRA Central Freedom of Information Team
Medicines & Healthcare products Regulatory Agency

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing foi.request@mhra.gov.uk or by writing to: MHRA Central Freedom of Information Team, 10 South, Colonnade, Canary Wharf, London, E14 4PU

Any request for an internal review must be received by us within 40 working days of the date of this letter. Please note we are not obliged to provide a review if it is requested after more than 40 working days.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally, the Commissioner cannot make

a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Website: [ICO FOI and EIR complaints](#) or telephone 0303 123 1113.

Re-use of our information

The MHRA information supplied in response to your request is subject to Crown copyright. Information created by the MHRA which is disclosed under the Freedom of Information Act is made available for re-use under the Open Government Licence (OGL) v3.0, except where this is otherwise stated. There are some restrictions on re-use under the OGL and these can be viewed here:

<https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>