

Employee Specification / Selection Assessment Form

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|--------------------|---------------------------|
| JOB TITLE: | Support Service Secretary |
| BAND: | 3 |
| POST REFERENCE NO: | |

This first section is used to define your criteria – this will be shared with all candidates as part of the recruitment process. All criteria should be job related and be able to be assessed through the selection process.

RATING SYSTEM

All criteria will be assessed against the following rating system:

- 0 – No evidence
- 1 – Some, but insufficient evidence
- 2 – Sufficient evidence
- 3 – Evidence exceeded

A weighting will be applied (x2 for essential criteria; x1 for desirable).

For all essential criteria a score of less than 2 means that the candidate is not appointable.

SHORT LISTING CRITERIA

These should be criteria that can be assessed using the application form. It is best to use only essential criteria for short-listing purposes. If other pre-interview/selection tools are being used e.g. Talent Screener please include these in the relevant section.

INTERVIEW/SELECTION PROCESS CRITERIA

These should be criteria that can be assessed following shortlisting and any pre-interview/selection tools. You may wish to use additional selection methods and if you do, please indicate this against the relevant criteria

| CRITERIA | ESSENTIAL/ DESIRABLE? | RATING MEASURE | ASSESSMENT STAGE AND METHOD |
|---|--------------------------|-------------------|--------------------------------|
| Word processing skills at RSA3 as standard or equivalent TESTED | E | 0 - 4 | Application/Interview/ Test |
| Excellent demonstrated Communication skills. | E | 0 - 4 | Application/Interview |
| Excellent numeracy and literacy skills. TESTED | E | 0-4 | Application/Interview |
| Good Audio typing skills. | E | 0-4 | Application/Interview |
| Excellent demonstrated Organisational skills. | E | 0 - 4 | Application/Interview |
| Good demonstrated Interpersonal Skills. | E | 0 - 4 | Application/Interview |

| | | | |
|--|---|-------|--------------------------------|
| Demonstrated effective problem solving skills. | E | 0 - 4 | Application/Interview |
| Decision making Skills (within the boundaries of the role) | E | 0 - 4 | Application/Interview |
| Good Networking skills. | E | 0 - 4 | Application/Interview |
| Ability to accept direction. | E | 0 - 4 | Application/Interview |
| Minute taking and transcribing skills. | E | 0 - 4 | Application/Interview/ Test |
| Previous substantive Administration/ Secretarial experience | E | 0 - 4 | Application/Interview |
| Experience of working within a team | E | 0 - 4 | Application/Interview |
| Experience of working under pressure and managing a demanding workload. | E | 0 - 4 | Application/Interview |
| Experience of dealing with members of the general public. | E | 0 - 4 | Application/Interview |
| Excellent working knowledge of general office duties. | E | 0 - 4 | Application/Interview |
| Excellent knowledge of Microsoft Office. | E | 0 - 4 | Application/Interview |
| Working knowledge of diary management. | E | 0 - 4 | Application/Interview |
| A working knowledge of IT systems and interfaces | E | 0 - 4 | Application/Interview |
| A working knowledge of administration procedures. | E | 0 - 4 | Application/Interview |
| A working knowledge of financial procedures. | D | 0 - 4 | Application/Interview |
| Knowledge of Information Governance | E | 0 - 4 | Application/Interview |
| Effective knowledge of Mental Health Services. | D | 0 - 4 | Application/Interview |
| Effective knowledge of medical (psychiatric) terminology. | D | 0 - 4 | Application/Interview |
| Ability to work as part of a team | E | 0 - 4 | Application/Interview |
| Ability to work independently and use initiative (within the boundaries of the role) | E | 0 - 4 | Application/Interview |
| Demonstrate the importance of confidentiality | E | 0 - 4 | Application/Interview |
| Demonstrate the importance of Health & safety issues | E | 0 - 4 | Application/Interview |

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|--|---|-------|-----------------------|
| Demonstrates a motivational attitude with regard to service provision. | E | 0 - 4 | Application/Interview |
|--|---|-------|-----------------------|

Pre Interview/Selection Tests

| DETAIL OF TEST | RATING MEASURE |
|-------------------|----------------|
| Audio Typing Test | 45wpm or more |

Short Listing Record

| | | | |
|----------------------|------------------------------------|------------------------|--|
| POST REF: | | DATE OF SHORT LISTING: | |
| SHORT LISTING PANEL: | Charlie Harding and Alison Stubley | | |

Essential Criteria

Any individual scores of 1 or 0 result in non-shortlist

| CANDIDATE NUMBER | CRITERIA NUMBER | | | | | | | | SCORE | WEIGHTING | TOTAL SCORE | SHORTLIST (Y/N) |
|---------------------|-----------------|--|--|--|--|--|--|--|-------|-----------|----------------|--------------------|
| | | | | | | | | | | | | |
| | | | | | | | | | | X 2 | | |
| | | | | | | | | | | X 2 | | |

Interview/Selection Assessment Record

| | | | |
|-------------------------|--|---------------------------|--|
| POST REF: | | DATE OF INTERVIEW: | |
| INTERVIEW PANEL: | | | |

All panel members will complete an individual notes and scoring sheet – this record should represent the consensus view regarding the assessment of each candidate against the criteria and will represent the panel’s assessment of each candidate.

Essential Criteria

Any individual scores of 1 or 0 result in not appointable

| CANDIDATE NUMBER | CRITERIA NUMBER | | | | | | | | SCORE | WEIGHTING | TOTAL SCORE | APPOINTABLE (Y/N) |
|---------------------|-----------------|--|--|--|--|--|--|--|-------|-----------|----------------|----------------------|
| | | | | | | | | | | | | |
| | | | | | | | | | | X2 | | |
| | | | | | | | | | | X2 | | |
| | | | | | | | | | | X2 | | |

Desirable Criteria

[illegible]

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |

Candidate Assessment

(ONLY INCLUDE THOSE CANDIDATES WHO ARE ASSESSED AS APPOINTABLE BASED ON THE ESSENTIAL CRITERIA)

| CANDIDATE NUMBER | ESSENTIAL SCORE | DESIRABLE SCORE | TOTAL SCORE |
|---------------------|-----------------|-----------------|-------------|
| | | | |
| | | | |
| | | | |

APPOINTED CANDIDATE = _____

Appointing Officer

Signature Date