

Employee Specification / Selection Assessment Form

JOB TITLE:	Support Service Administrator, Clifton House York
BAND:	2
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 RSA 2 standard or equivalent – tested.	E	0 - 4	Application/Interview/
NVQ1 in administration or equivalent qualification or a minimum of 1 year experience.	D	0 - 4	Application/Qualification
Organisational skills.	E	0 - 4	Application/Qualifications
Communication skills.	E	0 - 4	Application/Qualifications
Interpersonal Skills.	E	0 - 4	Application/Interview
Decision making Skills (within the boundaries of the role)	E	0 - 4	Application/Int

			erview
Networking skills.	E	0 - 4	Application/Int erview
Numeracy and literacy skills.	E	0 - 4	Application/Int erview
Audio typing skills at any level.	D	0 - 4	Application/Int erview
Ability to accept direction.	E	0 - 4	Application/Int erview
Previous secretarial experience	D	0 - 4	Application/Int erview
Previous experience of working within teams.	E	0 - 4	Application/Int erview
Flexible approach to hours worked	E	0 - 4	Application/Int erview
Data input experience.	E	0 - 4	Application/Int erview
Previous experience of working under pressure and managing a demanding workload.	D	0 - 4	Application/Int erview
Ability to cover for colleagues	E	0 - 4	Application/Int erview
Audio typing experience.	D	0 - 4	Application/Int erview
Experience of dealing with members of the general public.	E	0 - 4	Application/Int erview
Demonstrate a positive attitude towards the implementation of new systems and new ways of working.	E	0 - 4	Application/Int erview
Knowledge of general office duties.	D	0 - 4	Application/Int erview
Knowledge of Microsoft Office.	E	0 - 4	Application/Int erview
Knowledge of other MS Office software.	D	0 - 4	Application/Int erview
Understands the responsibilities of working with confidential information.	E	0 - 4	Application/Int erview
Understands the responsibilities of working with confidential information.	E	0 - 4	Application/Int erview
Demonstrates a basic level of empathy and understanding of the client group	E	0 - 4	Application/Int erview
Demonstrates a willingness to work as part of a team	E	0 - 4	Application/Int erview
Ability to work independently and use initiative (within the boundaries of the role)	E	0 - 4	Application/Int erview
Demonstrate the importance of confidentially	E	0 - 4	Application/Int erview
Demonstrate the importance of Health	E	0 - 4	Application/Int

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