

#### **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 preinterview/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.	Е	0 - 4	Application/Int erview/
NVQ1 in administration or equivalent qualification or a minimum of 1 year experience.	D	0 - 4	Application/Qu alification
Organisational skills.	Е	0 - 4	Application/Qu alifications
Communication skills.	Е	0 - 4	Application/Qu alifications
Interpersonal Skills.	E	0 - 4	Application/Int erview
Decision making Skills (within the boundaries of the role)	Е	0 - 4	Application/Int

# Leeds and York Partnership MHS

**NHS Foundation Trust** 

			erview
Networking skills.	Е	0 - 4	Application/Int
			erview
Numeracy and literacy skills.	Е	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	E	0 - 4	Application/Int
teams.	_		erview
Flexible approach to hours worked	E	0 - 4	Application/Int
	_		erview
Data input	E	0 - 4	Application/Int
experience.	-		erview
Previous experience of working under	D	0 - 4	Application/Int
pressure and managing a demanding		0-4	erview
workload.			
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	E	0 - 4	Application/Int
the general public.			erview
Demonstrate a positive attitude	E	0 - 4	Application/Int
towards the implementation of new systems and new ways of working.			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	D	0 - 4	Application/Int
software.			erview
Understands the responsibilities of	E	0 - 4	Application/Int
working with confidential information.	_		erview
Understands the responsibilities of	E	0 - 4	Application/Int
working with confidential information.			erview
Demonstrates a basic level of empathy	E	0 - 4	Application/Int
and understanding of the client group	-		erview
Demonstrates a willingness to work as	E	0 - 4	Application/Int
part of a team	_		erview
Ability to work independently and use	E	0 - 4	
initiative (within the boundaries of the	<b>L</b>	0-4	Application/Int erview
role)			ciview
Demonstrate the importance of	E	0 - 4	Application/Int
confidentially			erview
Demonstrate the importance of Health	E	0 - 4	Application/Int



#### **NHS Foundation Trust**

& safety issues			erview
Demonstrates the importance of infection control responsibilities	Е	0 - 4	Application/Int erview
Demonstrates a motivational attitude with regard to service provision.	Е	0 - 4	Application/Int erview

**Pre Interview/Selection Tests** 

DETAIL OF TEST	RATING MEASURE

#### **Short Listing Record**

POST REF:	DATE OF SHORT	
	LISTING:	
SHORT LISTING		
PANEL:		

#### **Essential Criteria**

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

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

#### **Desirable Criteria**

CANDIDATE	CRITE	CRITERIA NUMBER								
NUMBER									SCORE	



### **NHS Foundation Trust**

#### **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