

**R&S3: Employee Specification Template**

**Employee Specification / Selection Assessment Form**

JOB TITLE:	Community Mental Health Nurse/ Occupational Therapist
BAND:	6
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
1	e.g. Qualifications – if there are	ESSENTIAL	0 = No evidence of qualification 1 = Working towards qualification	Short Listing Application Form

	qualifications that are essential for the post please detail, e.g. RMN. DIPCOT/OT degree		2 = Evidence of Required Qualification 3 = Evidence of Required Qualification plus further relevant qualifications	
2	e.g. Further relevant training or qualifications may be desirable	DESIRABLE	0 = No evidence of further qualification or training 1 = Evidence of further training in areas related but not directly relevant 2 = Evidence of training or qualification in relevant area 3 = Evidence of achievement of further qualifications in relevant area	Short Listing Application Form
3	Car Driver essential	ESSENTIAL	0 = Does not drive 1 = Learning to drive 2 = Learning to drive and has access to a car 3 = Driver and has access to a car	Shortlisting application form
4	Excellent Communication and Interpersonal skills	ESSENTIAL	0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants 1 = Some of the above present but not all 2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made 3 = As above with additional credibility and genuine belief that the candidate was interested	Interview
5	Demonstrate high level of knowledge of clinical skills around this client group and related needs	ESSENTIAL	0 = No evidence of older adults and their needs. 1= Basic knowledge but no indication on how to relate to work and practice. 2= Evidence of knowledge and understanding of complex needs and how to use learnt skills to develop a plan of care. 3= Evidence of further training and how this has been	Interview

			developed in practice. Demonstrate leading on projects within this area.	
6	Demonstrates leadership skills and knowledge	DESIRABLE	0 = No understanding of leadership 1 = Limited understanding and knowledge of leadership role 2 = Understanding of leaderships skills and knowledge, limited experience 3 = Experience, knowledge and demonstration of leadership skills in practice	Interview
7	Demonstrate a good understanding and experience of assessing clinical risk and managing risks safely	ESSENTIAL	0 = No awareness of risk issues 1 = Some awareness and training 2 = Shows awareness of risk and how to assess in clinical practice 3 = Fully understands importance of good risk assessment and management	Interview
8	Demonstrates knowledge of evidence based interventions in practice and development of service improvements	DESIRABLE	0 = No evidence 1 = Little evidence and limited in practice 2 = Demonstrate knowledge of evidence based practice and able to given some example of implementation 3 = Demonstrates knowledge and relevance to professional development and how this relates to practice improvements	Interview

### Pre Interview/Selection Tests

DETAIL OF TEST	RATING MEASURE
e.g. Talent Screener score of 6 or more	12 or more = PASS 11 or below = FAIL

### 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 NUMBER	CRITERIA NUMBER								SCORE	WEIGHTING	TOTAL SCORE	SHORTLIST (Y/N)
	1	2	3	4	5	6	7	8				

**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)
	3	4	5	6	7	8	9	10					
123456	2	3	2	2	2	2	3	2		18	X2	36	Y
123458	3	3	3	2	2	2	2	2		23	X2	46	Y
123459	3	3	2	2	2	1	2	2		17	X2	34	N

**Desirable Criteria**

CANDIDATE NUMBER	CRITERIA NUMBER								TOTAL SCORE
	11	12	13	14					
123456	0	1	0	0					1
123458	2	2	2	1					7
123459	0	0	2	1					3

**Candidate Assessment**

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

CANDIDATE NUMBER	ESSENTIAL SCORE	DESIRABLE SCORE	TOTAL SCORE
123456	36	1	37
123458	46	7	53

APPOINTED CANDIDATE = \_\_\_\_\_

Appointing Officer

Signature ..... Date .....