

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