APPENDIX B – Rating Scale

The assessment ratings as detailed below should be used by the Selection Advisory Committee to measure the performance of the applicant’s skills and abilities in respect of each of the selection criterion, as demonstrated in the job application, interview and Referee reports.

The alphabetical ratings may be adjusted (i.e. C-FC) in cases where the given rating does not best describe the assessment, and/or to assist in differentiating the performance of two or more applicants. (Assessments are to be recorded on the Selection Report Form)

This assessment rating scale is to be used for the entire process including short-listing, any assessment method including interviews, individuals and comparative assessments of applicants, and Referee reports.

**ASSESSMENT AGAINST THE SELECTION CRITERIA**

|  |  |  |
| --- | --- | --- |
| **Scale**  S  U  I  T  A  B  L  E | **Description** | **Indicators of Performance** |
| **E** | **Excellent**  On evidence available, the applicant has exceptionally well-developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and his/her performance is outstanding i.e. above what would normally be expected of staff at this level. (To be used only in cases where exceptional skills have been demonstrated against this criterion.) | **Is able to perform above expectations for any of the following reasons**   1. excellent job knowledge 2. exceptionally reliable 3. considerable demonstrated ability in problem solving and the application of change 4. appears to instinctively and effectively deal with all matters relating to their current position |
| **FC** | **Fully Competent**  On evidence available, the applicant has highly developed and relevant skills and abilities, and would perform consistently again this criterion. | **Would require little supervision to achieve good results, for any of the following reasons**;   1. is reliable and responsible 2. has well developed (sound) job knowledge 3. is able to suggest and initiate improvement 4. is well able to deal with all of the routine and most of the complex matters relating to their current position |
| **C** | **Competent**  On evidence available, the applicant has relevant skills, abilities and personal qualities and would be generally effective against this criterion. | **Would require routine supervision to perform at an acceptable level for any of the following reasons;**   1. has reasonable/good job knowledge 2. makes few errors 3. is generally reliable 4. required guidance for more complex situations 5. can carry responsibility 6. can deal with all routine matters relating to their current position |
| **RD**  N  O  T  S  U  I  T  A  B  L  E | **Requires Development**  On the evidence available, the applicant has some skills, abilities and personal qualities relevant to the criteria, but is limited on others.  S/he would be able to temporarily perform the duties of the position with close supervision, but would require further training and development to meet the standard required against this criterion. | **Would require close supervision to perform at an acceptable level for any of the following reasons**   1. has only basic/general job knowledge 2. can follow directions but requires frequent checking etc 3. deals with some routine matters relating to their current position 4. inconsistent work performance |
| **U** | **Unsuitable**  On the evidence available, the applicant is unable to demonstrate that s/he has adequate skills, abilities and personal qualities in relation to the criteria. S/he does not meet the requirements of the criteria.  OR  Does not meet the criteria. | **Would be unable to perform the duties and would require constant supervision for any of the following reasons;**   * has limited job knowledge * makes frequent errors * poor work output * has difficulty carrying responsibility or solving problems * has difficulty dealing with routine matters relating to their current position |