

**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 .....