

**Employee Specification / Selection Assessment Form**

JOB TITLE:	Librarian
BAND:	5
POST REFERENCE NO:	

**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	Degree or postgraduate qualification in Library and Information Studies or equivalent discipline	ESSENTIAL	0 = No evidence of qualification 1 = Working towards 2 = Evidence of Qualification 3 = Evidence of Required Qualification plus further relevant qualifications	Short Listing Application Form
2	Experience of providing customer service	ESSENTIAL	0 = No evidence of customer service 1 = Some experience 2 = Substantial experience 3 = Substantial experience plus evidence of reflecting on good practice	Short Listing Application Form
3	Post qualification experience working in library and knowledge services	ESSENTIAL	0 = No evidence 1 = Evidence of experience but not directly relevant 2 = Evidence of experience in relevant areas 3 = Additional useful experience identified	Short Listing Application Form  Interview
4	Experience of electronic information resources and literature searching	ESSENTIAL	0 = No evidence 1 = Evidence of experience but not directly relevant 2 = Evidence of experience in relevant areas 3 = Additional useful experience identified	Short Listing Application Form  Interview
5	Experience of Microsoft Office applications	ESSENTIAL	0 = No evidence 1 = Evidence of using some packages 2 = Evidence of range of Office applications 3 = Evidence of experience backed up by relevant study	Short Listing Application Form

6	Excellent communication, presentation and interpersonal skills	ESSENTIAL	0 = No evidence 1 = Some evidence of good communication evidenced through application 2 = Evidence via application and examples provided of experience 3 = Outstanding level of evidence of communication skills	Short Listing Application Form  Interview
7	Well-organised, able to balance workload with attention to detail	ESSENTIAL	0 = No evidence 1 = Basic level of evidence 2 = Good examples provided 3 = Several excellent examples of applying this skill provided	Short Listing Application Form
8	Able to work independently on own initiative and as part of a team	ESSENTIAL	0 = No evidence 1 = Basic level of evidence 2 = Good examples provided 3 = Several excellent examples of applying this skill provided	Short Listing Application Form  Interview
9	Creative and flexible approach to work	ESSENTIAL	0 = No evidence 1= Some evidence 2= Good examples provided of past practice 3=Excellent examples of past practice plus evidence of great ideas for the future	Short Listing Application Form  &  Interview
10	Able to work under pressure	ESSENTIAL	0 = No evidence 1 = Basic level of evidence 2 = Good examples provided 3 = Several excellent examples of applying this skill provided	Short Listing Application Form  In-Tray Exercise  Interview
11	CPD commitment	ESSENTIAL	0 = No evidence 1 = Some evidence of basic level of professional development (over and above mandatory training) 2 = Evidence of regular CPD 3 = As above with additional evidence (chartership etc)	Short Listing Application Form

12	Committed to high quality service provision	ESSENTIAL	0 = No evidence 1 = Some basic evidence 2 = Evidence provided 3 = High level of evidence and ideas for development in the future	Short Listing Application Form  Interview
13	Computer literature	ESSENTIAL	0 = No evidence 1 = Some basic evidence of own use 2 = Evidence of competency plus troubleshooting / helping others as part of duties 3 = High level of skills /evidence of training others	Short Listing Application Form
14	ECDL or Equivalent	DESIRABLE	0 = No evidence 1 = Working towards a qualification 2 = Has qualification 3 = Has qualification plus additional advanced skills	Short Listing Application Form
15	Relevant Teaching qualification (e.g. City and Guilds 730-7)	DESIRABLE	0 = No evidence 1 = Working towards a qualification 2 = Has qualification 3 = Has qualification plus additional advanced skills	Short Listing Application Form
16	Knowledge of NHS current trends and developments	DESIRABLE	0 = No evidence 1 = Basic knowledge 2 = Good level of knowledge 3 = As above plus knowledge of NHS Library and Knowledge Service current issues	Short Listing Application Form  Interview
17	Evidence-Based Practice / Clinical Governance	DESIRABLE	0 = No evidence 1 = Basic knowledge 2 = Good level of knowledge 3 = Exceptional level of knowledge	Short Listing Application Form
18	Knowledge of copyright / data protection legislation as	DESIRABLE	0 = No evidence 1 = Basic knowledge 2 = Good level of knowledge 3 = Exceptional level of	Short Listing Application Form

	relevant to library services		knowledge	
19	Collection Development Practices	DESIRABLE	0 = No evidence 1 = Some basic knowledge 2 = Practical knowledge and experience 3 = Advanced knowledge and experience	Short Listing Application Form  Interview
20	Delivering training (1-1 or small group)	DESIRABLE	0 = No evidence 1 = Some basic experience 2 = Good level of experience 3 = Advanced experience as part of regular duties with additional related experience such as planning and evaluating	Short Listing Application Form
21	Experience of working in the NHS or other health information environment	DESIRABLE	0 = No evidence 1 = NHS/health experience 2 = NHS/health library experience 3 = Experience of working in a range of NHS/health library and information services	Short Listing Application Form
22	Website / Content Management experience	DESIRABLE	0 = No evidence 1 = Basic level of experience 2 = Good level of experience 3 = Substantial experience as major part of a previous role	Short Listing Application Form
23	Experience of Library Management Systems	DESIRABLE	0 = No evidence 1 = Basic level of experience 2 = Good level of experience 3 = Substantial experience as major part of a previous role	Short Listing Application Form
24	Managing or supervising others	DESIRABLE	0 = No evidence 1 = Supervisory experience 2 = Basic management experience 3 = Substantial experience as part of a previous role	Short Listing Application Form

## Pre Interview/Selection Tests

<b>POST REF:</b>		<b>DATE OF SHORT LISTING:</b>	
<b>SHORT LISTING PANEL:</b>			

DETAIL OF TEST	RATING MEASURE
<p>In-Tray Task</p> <p>Candidates will be presented with an in-tray exercise and provided with 10 minutes to undertake this prior to the interview commencing</p>	<p>0 = No attempt made  1 = Some logical progress made with task  2 = Good progress with reasoning  3 = Full completion, excellent choices and reasoning</p>
<p>Search strategy task</p> <p>Candidates will be presented with an example research question and asked to draft a search strategy in 10 minutes prior to the interview commencing</p>	<p>0 = no attempt made  1 = some logical progress made with task  2 = good progress with evidence of combining terms  3 = full completion of task, use of more complex functionalities</p>

## Short Listing Record

### 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										
123456	2	3							5	X 2	10	Y
123457	1	3							4	X 2	8	N

## Interview/Selection Assessment Record

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

POST REF:		DATE OF INTERVIEW:	
INTERVIEW PANEL:			

**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 .....