**R&S3: Employee Specification Template**

## Employee Specification / Selection Assessment Form

| JOB TITLE: | Staff Nurse |
|---|---|
| BAND: | Band 5 |
| 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 <u>not</u> 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 | Recognised qualification in mental Health | ESSENTIAL | 0 = No evidence of qualification 1 = Working towards qualification | Short Listing Application Form |

| | | | 2 = Evidence of Required Qualification<br>3 = Evidence of Required Qualification plus further relevant qualifications | |
|---|---|---|---|---|
| | nursing RMN/ RMHN | | | |
| 2 | Registered with the NMC | ESSENTIAL | 0 = No evidence of further qualification or training<br>1 = Evidence of further training in areas related but not directly relevant<br>2 = Evidence of training or qualification in relevant area<br>3 = Evidence of achievement of further qualifications in relevant area | Short Listing Application Form |
| 3 | Demonstrates a desire to work with Patients with Eating Disorders. | ESSENTIAL | 0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional credibility and genuine belief that the candidate was interested | Shortlisting Application form Interview. |
| 4 | Positive personal qualities and Values demonstrated in line with the service and Trust. | ESSENTIAL | 0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional credibility and genuine belief that the candidate was interested | Application form and Interview. |
| 5 | Has Experience of working in a mental health setting. | ESSENTIAL | 0 = No evidence of experience.<br>1 = Has not worked on a ward but another care setting.<br>2 = Is currently working on a ward. | Shortlisting Application form |
| 6 | Demonstrates excellent risk | ESSENTIAL | 0 = No eye contact, voice not audible, no attempt to interact, no | Application form and Interview. |

| | | | | |
|---|---|---|---|---|
| | management skills. | | use of names, no rapport built, no questions relating to participants<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional credibility and genuine belief that the candidate was interested | |
| 7 | Has experience and skill in offering group facilitation and structured individual time. | ESSENTAIL | 0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional credibility and genuine belief that the candidate was interested | Application form and interview. |
| 8 | Understands the role and responsibilities of the band 5 nurse. | ESSENTIAL | 0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional credibility and genuine belief that the candidate was interested. | Application form and Interview |
| 9 | Demonstrates highly effective communication 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<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional | Shortlisting Application form Interview. |

| | | | | |
|---|---|---|---|---|
| | | | credibility and genuine belief that the candidate was interested. | |
| 1 0 | Understands the importance and engaging with Supervision systems Appraisal. | DESIRABLE | 0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional credibility and genuine belief that the candidate was interested. | Interview. |
| 1 1 | Has an Understanding of own personal development needs and CPD. | DESIRABLE | 0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional credibility and genuine belief that the candidate was interested. | Interview |
| 1 2 | Able to demonstrate excellent problem solving techniques. | DESIRABLE | 0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants<br>1 = Some of the above present but not all<br>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made<br>3 = As above with additional credibility and genuine belief that the candidate was interested. | Interview. |

**Pre Interview/Selection Tests**

| DETAIL OF TEST | RATING MEASURE |
|---|---|
| e.g. Talent Screener score of 6 or more | 6 or more = PASS<br>5 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 | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

**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 | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

**Desirable Criteria**

| CANDIDATE NUMBER | CRITERIA NUMBER | | | | | | | | TOTAL SCORE |
|---|---|---|---|---|---|---|---|---|---|
| | 11 | 12 | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

**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 ..………………