

**Employee Specification / Selection Assessment Form**

JOB TITLE:	Support Service Secretary
BAND:	3
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 RSA3 as standard or equivalent TESTED	E	0 - 4	Application/Interview/ Test
Excellent demonstrated Communication skills.	E	0 - 4	Application/Interview
Excellent numeracy and literacy skills. TESTED	E	0-4	Application/Interview
Good Audio typing skills.	E	0-4	Application/Interview
Excellent demonstrated Organisational skills.	E	0 - 4	Application/Interview
Good demonstrated Interpersonal Skills.	E	0 - 4	Application/Interview

Demonstrated effective problem solving skills.	E	0 - 4	Application/Interview
Decision making Skills (within the boundaries of the role)	E	0 - 4	Application/Interview
Good Networking skills.	E	0 - 4	Application/Interview
Ability to accept direction.	E	0 - 4	Application/Interview
Minute taking and transcribing skills.	E	0 - 4	Application/Interview/ Test
Previous substantive Administration/ Secretarial experience	E	0 - 4	Application/Interview
Experience of working within a team	E	0 - 4	Application/Interview
Experience of working under pressure and managing a demanding workload.	E	0 - 4	Application/Interview
Experience of dealing with members of the general public.	E	0 - 4	Application/Interview
Excellent working knowledge of general office duties.	E	0 - 4	Application/Interview
Excellent knowledge of Microsoft Office.	E	0 - 4	Application/Interview
Working knowledge of diary management.	E	0 - 4	Application/Interview
A working knowledge of IT systems and interfaces	E	0 - 4	Application/Interview
A working knowledge of administration procedures.	E	0 - 4	Application/Interview
A working knowledge of financial procedures.	D	0 - 4	Application/Interview
Knowledge of Information Governance	E	0 - 4	Application/Interview
Effective knowledge of Mental Health Services.	D	0 - 4	Application/Interview
Effective knowledge of medical (psychiatric) terminology.	D	0 - 4	Application/Interview
Ability to work as part of a team	E	0 - 4	Application/Interview
Ability to work independently and use initiative (within the boundaries of the role)	E	0 - 4	Application/Interview
Demonstrate the importance of confidentiality	E	0 - 4	Application/Interview
Demonstrate the importance of Health & safety issues	E	0 - 4	Application/Interview




**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 .....