

## INDIVIDUAL APPLICANT ASSESSMENT FORM

*This form is to be filled out by the Selection Committee for the purpose of short-listing and any further assessment. A completed form is to be attached to each separate job application.*

**JOB TITLE:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **POST No:** \_\_\_\_\_

**MINISTRY:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**SECTION 1: ASSESSMENT OF APPLICANT AGAINST SELECTION CRITERIA**

*(In each row, write down one of the selection criteria. Generally there should be no more than six)*

1.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
2.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
3.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
4.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
5.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	
6.											Score
<i>Poor</i>		<i>fair</i>			<i>good</i>			<i>excellent</i>		<i>outstanding</i>	
0	1	2	3	4	5	6	7	8	9	10	

**TOTAL SCORE:**

**SECTION 2: GENERAL COMMENTS ON THE APPLICANT**

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**SECTION 3: SELECTION METHOD USED TO ASSESS APPLICANT**

*Tick the box of the methods used to assess the applicant. You do not have to use all the methods, but only those the Selection Committee considers suitable for the nature of the job vacancy.*

**Written application**                       **Resume**                       **Work samples**  
 **Interviews**                                       **Practical test**                       **Referee checks**  
 **Other** *(Please describe)* \_\_\_\_\_

**SECTION 4: To be short-listed for further consideration?: YES**                            **NO**                     

**SECTION 5: Further consideration through referee reports?: YES**                            **NO**                        
*(Generally Referee Reports would only be obtained on those applicants considered for appointment to the position)*

**SECTION 6: Selection Committee authorisation:**

**Representative:**      **Name** \_\_\_\_\_                      **Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
**(Convenor)**

**OPSC OR**  
**Nominee:** \_\_\_\_\_

**Independent**  
*(Other Department or Organisation):* \_\_\_\_\_

