**NON-ADVERTISED POSITION ASSESSMENT FORM**

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| **PROPOSED APPLICANT DETAILS** | | | |
| Name of applicant: |  |  |  |

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| --- | --- | --- | --- |
| **PANEL DETAILS** | | | |
| At all stages in assessing this application, the agency policy requirements and [*Commissioner’s Instruction: Employment Standard*](https://publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management/employment-standard)were adhered to. By signing this report all parties declare that to the best of their knowledge this process is not in contradiction to these Instructions, and are in agreeance with all contents of this report. | | | |
| Name: |  | Title: |  |
| Group: | Choose an item. | Business Area: |  |
| Signed: |  | Date: |  |
| Name: |  | Title: |  |
| Group: | Choose an item. | Business Area: |  |
| Signed: |  | Date: |  |

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| **CONFLICT OF INTEREST/WORKING KNOWLEDGE OF APPLICANT - DECLARATION** | | |
| Panel members involved in this selection process considered their relationship with known applicant and discussed this with the panel. If an actual or perceived conflict of interest is identified between a panel member and an applicant, how this was managed within this selection process is documented and declared below. | | |
| **Panel Member** | **Nature of Relationship** | **Agreed approach to mitigate interests** |
| Christopher Robin | Has a relationship outside of the workplace. | \*\*\*Not suitable to be involved in the process. Replace panel member.\*\*\* |
| Marty McFly | Briefly worked with candidate in previous workplace. | Assessed candidate based solely on the information provided. |

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| **JOB REQUIREMENTS / CAPABILITIES** | | | | | | | |
| \*\*\*insert from JDF\*\*\* | | | | | | | |
| **ASSESSMENT** | | | | | | | |
| Assessment Method/s: | | Written Application | | Interview | | Skills Assessment | |
| JR1 | JR2 | JR3 | C1 | C2 | C3 | C4 | C5 |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Comments: | |  | | | | | |
| References Obtained: | | Yes  No | | | | | |

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| **Rating** | **Explanation** |
| **A** | Excellent level of skills and experience – greatly exceeds the minimum requirements of the position. |
| The applicant possess exceptional well developed and relevant skills and abilities, and the personal qualities relevant to the job and would perform outstandingly well against the job requirements. |
| **B+** | Very good level of skills and experience – more than exceeds the minimum requirements of the position. |
| The applicant possess highly developed skills, abilities and personal qualities relevant to the job and would perform consistently well against the job requirements. |
| **B** | Good level of skills and experience – exceeds the minimum requirements of the position. |
| The applicant possesses skills, abilities and personal qualities relevant to the job and would be highly effective against the job requirements. |
| **C+** | More than satisfactory level of skills and experience – exceeds the minimum requirements of the position. |
| The applicant has demonstrated ability and experience in a position at that level. |
| **C** | Satisfactory level of skills and experience – meets the minimum requirements of the position. |
| The applicant possesses skills, abilities and personal qualities relevant to the job. |
| **D** | Does not meet the minimum requirements of the position. |
| Requires further development or experience. |
| **NB** | Please do not use C- as this indicates less than satisfactory which therefore does not meet minimum requirements and indicates it should be D. |

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| **HUMAN RESOURCES QA APPROVAL** | | | | |
| Assessment is compliant with CI2 and departmental policies. | | | | Yes  No |
| Comments: | |  | | |
| Name: |  | | Position: |  |
| Signed: |  | | Date: |  |

Once form is complete, please attach the following documents:

|  |
| --- |
| Resume / Cover Letter |
| References |

And forward with, along the Request to Fill form to [hr@jtsi.wa.gov.au](mailto:hr@jtsi.wa.gov.au) for progressing.