Individual assessment of merit template

# General information

|  |  |  |  |
| --- | --- | --- | --- |
| **Position title** |  | **Position number** |  |
| **Classification level** |  | **Employment type** |  |

|  |
| --- |
| **What is the reason for an individual assessment of merit?** |

# Assessors

Assessors are responsible for ensuring confidentiality throughout the assessment, and the assessment methods and recruitment decision are free from bias and nepotism.

|  |  |  |  |
| --- | --- | --- | --- |
| **Lead assessor name** |  | **Position** |  |
| **Assessor name** |  | **Position** |  |

*Insert or remove rows as required.*

|  |
| --- |
| **Were any potential, perceived or actual conflicts of interest identified?** [ ]  Yes [ ]  No |
| **If yes, what was the conflict and how was it managed?** |

# Assessment matrix

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| **Criteria scores** | **Status** |
| C1 | C2 | C3 | C4 | C5 | C6 | Select |
| **Comments:** |

|  |
| --- |
| **Reference check:**[ ]  Yes [ ]  No [ ]  Not applicable |

# Declaration

Requirements of the Employment Standard, other relevant Commissioner’s Instructions and agency policy were followed at all stages of assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Lead assessor signature** |  | **Date** |  |
| **Assessor signature** |  | **Date** |  |

*Insert or remove rows as required.*

# Human resources assessment

Compliance check completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position title** |  | **Date** |  |

# Delegated authority approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position title** |  | **Date** |  |

# Appendix A: Criteria scoring

|  |  |
| --- | --- |
| **Score** | **Description** |
| Exceeds criteria (EC) | * Identified and linked all relevant issues
* Identified necessary skills; provided examples of a high standard
* Displayed high levels of initiative and/or innovation
* Identified significant opportunities
* Achieved outcomes to a high standard
 |
| Demonstrates criteria (DC) | * Identified and linked some relevant issues
* Identified necessary skills; provided examples
* Displayed initiative and/or innovation
* Identified opportunities
* Achieved relevant outcomes
 |
| Does not demonstrate criteria (NDC) | * Identified unsatisfactory or no relevant issues
* Provided unsatisfactory or no specific examples
* Displayed little or no initiative and/or innovation
* Did not identify opportunities
* Achieved few or no outcomes
 |
| Not applicable (N/A) |