|  |
| --- |
| Selection report |
|  |

## Vacancy details

<Insert relevant vacancy details, including whether the position was an identified role, or whether targeted recruitment was undertaken in accordance with equal opportunity measures under section 105 of the *Anti-Discrimination Act 1991*.>

## Vacancy applicant pool

<Insert information re applicant pool (e.g. number of applications, number of applicants short-listed, explanation of how well the applicant pool:

* + - contributed to fulfilment of the objectives, strategies, diversity requirements and targets outlined in the organisation’s Workforce Plan and/or Equity and Diversity Plan
		- met any relevant direction given by your chief executive to reflect the equity, diversity, respect and inclusion obligations found in [chapter 2](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.2) of the Act
		- supported a reframed relationship with Aboriginal peoples and Torres Strait Islander peoples under [section 21](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.21) of the Act
		- was reflective of the community the entity serves).>

## Panel composition

<Provide details of panel composition, including gender balance, technical knowledge, diversity representation etc.>

## Assessment strategies

<List all assessment strategies used (e.g. short-listing, work test, interview) and attach relevant selection panel documentation from each selection strategy. Where the position is an identified role, or was targeted toward Aboriginal peoples and Torres Strait Islander peoples, describe how you have ensured appropriate selection and assessment strategies were utilised or applied.>

## Assessment

### Eligibility and suitability of applicants who were shortlisted for the position

**Note:** The panel’s assessment of all applicants as a result of short-listing strategies should be documented and attached as requested under the “Assessment Strategies” heading above. The following section is only for information about those applicants who were shortlisted.

|  |  |
| --- | --- |
| Name of person shortlisted | <Insert name> |
| Overview | <Overview of the applicant’s skills and experience relevant to the role.> |
| Eligibility | <Eligible for the position> or <Not eligible for the position><Then provide a description of how applicant did or did not meet the eligibility requirements of the position as follows:* + - citizenship or residency requirements under [section 47](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.47) of the Act, to ensure that they are either an Australian citizen, or reside in Australia and have permission, under a law of the Commonwealth, to work in Australia. This information is available in Springboard under the ‘work status’ question, and the panel may also confirm this information directly with the applicant
		- any mandatory conditions or qualifications of the position
		- for identified roles, the mandatory attribute/s applicants must possess for the role, and any required evidence of the attribute/s.>
 |
| Suitability assessment | <Provide a summary of how panel members conducted a holistic assessment of the applicant’s suitability for the position, addressing information gathered through all selection techniques (including from the shortlisting process and any pre-employment/referee checks). Include information on how the panel considered:* + - if the applicant has the ability to perform the requirements of the role, including the extent to which the person has the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the carrying out of the duties of the position
		- compliance with any relevant direction given by your chief executive to reflect the equity, diversity, respect and inclusion obligations found in [chapter 2](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.2) of the Act. This direction may be given based on a relevant policy, an equity and diversity plan or audit (where relevant), the specific requirements of a vacant position, or any other basis the chief executive considers relevant having regard to the purpose in [chapter 2](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.2) of the Act
		- how the applicant carried out any previous employment
		- the applicant’s potential to make a future contribution to the organisation (including the extent to which the person has potential for development)
		- where relevant, the extent to which the proposed decision would contribute to fulfilment of the organisation’s equity, diversity, respect and inclusion obligations under [chapter 2](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.2) of the Act. For example, the objectives, strategies and targets stated in the entity’s equity and diversity plan. These criteria may be considered even if the chief executive has not given a relevant direction.>

Note – when providing information under this heading, refer to data sources that highlight under-representation of the four diversity target groups including minimum obligatory HR information (MoHRI), Working for Queensland survey, workforce profile, team composition, as identified in your organisation’s equity and diversity action plan. |
| Conclusion | <Suitable for the position> or <Not suitable for the position>  |

[repeat for all short-listed applicants]

## Comparison of suitability

|  |  |
| --- | --- |
| Recommended applicant | <Clearly document why a person is assessed as being the eligible applicant best suited to the position, including a comparative assessment where there is more than one applicant in a process.> |
| <name of applicant> | **Example:**Whilst <name of applicant> was not the most suitable candidate at the time of selection, the panel would recommend they be considered if the most suitable candidate declines the offer. |

## Additional information on the recommended applicant

<Insert additional information required to be considered by the decision maker (e.g., if the recommended applicant is not a current public sector officer, include information on the recommended pay-point commensurate with the skills their skills and experience).>

## Panel certification

The panel certifies the selection process has been conducted in accordance with the *Public Sector Act 2022* and the directive relating to recruitment and selection.

<Insert signature blocks for panel members.>

## Decision

### Appointment recommendation: [ ]  Approved [ ]  Not Approved

In approving this appointment, I am satisfied the recommendation reflects the comparative suitability of the applicants, and the selection process has been conducted in accordance with the *Public Sector Act 2022,* the directive relating to recruitment and selection, and any relevant direction given by my chief executive to reflect the equity, diversity, respect and inclusion obligations found in [chapter 2](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.2) of the Act. I am also satisfied that the selection process was reflective of the community our entity serves, supported a reframed relationship with Aboriginal peoples and Torres Strait Islander peoples under [section 21](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.21) of the Actand, where relevant, contributed to fulfilment of the objectives, strategies and targets stated in our entity’s equity and diversity plan.

## Delegate’s comments

Provide any applicable instructions regarding the process, for example:

* + - further information is required—additional information on the comparison between applicants to be provided
		- further information is required—conduct additional assessment technique XXX
		- no appointment is to be made vacancy to be re-advertised/closed.

I have made my decision after reviewing the following material provided to me by the panel:

<Insert list of all documents provided to the decision maker, for example:

* + - position description
		- short-listing matrix (including description of the strategy)
		- selection report
		- application material of the recommended applicant and all applicants assessed as suitable
		- referee reports for recommended applicant(s)
		- pre-employment check results (if relevant).>

<Insert decision maker’s signature block.>