Selection report template

# Selection report

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| **Vacancy details** |
| *Insert relevant vacancy details.* |
| **Vacancy applicant pool** |
| *Insert information re applicant pool (e.g. number of applications, number of applicants short-listed).* |
| **Assessment strategies** |
| *List all assessment strategies used (e.g. short-listing, work test, interview) and attach relevant selection panel documentation from each selection strategy.* |
| **Pre-employment checks** |
| *List all pre-employment checks undertaken, including referee reports (for example criminal history checks, serious discipline history declarations and information exchanges).* |

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| **Merit assessment** |
| **Name** | *Insert name* |
| **Overview** | *Overview of the applicant’s skills and experience relevant to the role.* |
| **Merit Assessment** | *Summary of the selection panel’s assessment of the applicant’s merit addressing information gathered through* ***all*** *selection techniques (including any pre-employment/referee checks).**NB: the panel’s assessment as a result of short-listing strategies should be documented and attached as above. All information must be considered in forming the overall merit assessment*.  |
| **Conclusion** |  *Meritorious (i.e. suitable for appointment ) or Not Meritorious (i.e. not suitable for appointment)*  |

*[repeat for all short-listed applicants]*

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| **Comparative assessment** |
| **Recommended applicant** | *Description of who is the most meritorious applicant and why, with comparison against all meritorious short-listed applicants.* |
| **Order of merit** | *If an order of merit is proposed, further comparative information explaining the relative ranking of all other ‘meritorious/suitable’ applicants in the order of merit must be included.* |

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| **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 Service Act 2008* and the directive relating to recruitment and selection.

***Insert signature blocks for panel members.***

## Decision

**Appointment recommendation:**

[ ]  Approved

In approving this appointment, I am satisfied the recommendation (*and order of merit—if relevant)* reflects the comparative merits of the applicants, and the selection process has been conducted in accordance with the *Public Service Act 2008* and the directive relating to recruitment and selection.

[ ]  Not Approved

**Delegate’s comments:**

*Provide any applicable instructions regarding the process:*

*e.g.*

* *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:*

*e.g.*

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

***Insert decision maker’s signature block.***