Conversion of S122 contract officer for appointment to the SES

Checklist

## S122 Contract Officer Details

**Name:**

**Role:**

**Department:**

1. **S122 Role Classification Level**

How was the classification level determined for the s122 contract role?

□ JEMS evaluation □ Market comparison □ Benchmarking against similar roles □ Other – *(please specify below)*

1. **S122 Officer Remuneration Level**

How was the officer’s paypoint on appointment determined?

□ Set at the minimum for the determined classification / work value level

□ Set above the minimum for the determined classification / work value level. If so, reason:

□ Set outside the determined classification / work value level. If so, reason:

1. **Recruitment Activity**

□ Smart Jobs On-Line □ Gazette □ Newspapers □ Closed recruitment process

□ Individual officer offered the job □ Not advertised

1. **Selection Activity**

Is there a report or memorandum that describes the selection/ appointment decision attached? □No □ Yes *(If “yes” please attach and go to Q.5)*

1. Was a merit selection/assessment process conducted? □ Yes □ No
2. Composition of selection panel:
   * 1. At least one member external to Ministerial Portfolio □ Yes □ No
     2. PSC representative appointed □ Yes □ No
3. Were referee checks conducted prior to appointment? □ Yes □No
4. **Officer Details for SES conversion**
5. Was the officer a former SES officer? □ Yes □ No
6. What was the officer’s substantive classification level?
7. Has the officer completed a performance agreement and performance assessments for a period exceeding one (1) year? □ No □ Yes (*If “yes” please submit copy of last Performance Agreement/Assessment.)*
8. Length of experience in current s122 contract role?
9. Has a criminal history check been conducted? □ Yes □No (*If “yes” please provide details of outcome)*
10. How has officer demonstrated merit for SES appointment? *Please provide information below.*

Contact Officer

**Name:**

**Telephone:**

**Signature:**

Please submit to the Public Service Commission with supporting documentation and a completed **Form B** – *Senior Executive Nomination – Non-advertised Vacancy*