| **Agency:** |  | | **Work Unit:** |  | |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** |  | | **Designation:** | e.g. AO3, SAO1, ECO2 | |
| **Job Type:** | e.g. Full time/part time/flexible | | **Duration:** |  | |
| **Salary:** | e.g. $61,242 - $66,094 | **RTF** |  | **Location:** |  |

## To: All applicants

Thank you for your interest in this position. This position was advertised under the agency’s Special Measures Plan. To be eligible under Special Measures, applicants have to provide a sworn statutory declaration attesting to their Aboriginality, and, if successful, must provide Confirmation of Aboriginality before commencement. In this instance the successful applicant is **{insert successful applicant’s name}.**

To assist you in understanding the reason for the selection panel’s decision that the selected applicant meets all of the essential criteria at the level of the position, below is a summary of the selected applicant’s suitability for the position, having regard to their work history, knowledge, skill, qualifications and experience and potential for development.

Information about the selected applicant’s suitability is provided to all applicants to ensure transparency in the process, and to provide a clear understanding of the basis for filling the position.

If you would like to obtain more information about the selection process or further discuss the reasons for the selection decision, you may also contact the panel chair **{Insert panel chair’s name, position title and phone number}.**

### Summary of selected applicant’s merit

Insert here a summary of the merit of the selected applicant including details of:

* experience, work history including level
* education and other qualifications
* capabilities and skills
* detailed summary of information provided by relevant referees attesting to the merit of the selected applicant
* who the referees were, i.e. job title, length of time as supervisors, working relationship and include name of the referee if they are an NTPS employee

Include sufficient information that anyone reading the report will easily be able to understand the basis for the decision and the conclusion that the applicant is the most suitable applicant, and do not include negative information.

**TIP**: cut and paste the information about this applicant from the selection report. This should provide all details needed for the SOAFAA to avoid the panel having to write a separate report.

**NOTE**: Delete any negative information (e.g. criminal history) or adverse comments from referees as this type of information must not appear in the SOAFAA.

| Panel chair | | Panel member | | Panel member | |
| --- | --- | --- | --- | --- | --- |
| **Signature:** |  | **Signature:** |  | **Signature:** |  |
| **Name:** |  | **Name:** |  | **Name:** |  |
| **Job Title:** |  | **Job Title:** |  | **Job Title:** |  |
| **Date:** |  | **Date:** |  | **Date:** |  |