|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| --- | --- |
| **To (Delegate)** |  |
| **Through** |  |
| **From** |  |
| **Date** |  |
| **TRIM No.** |  |
| Vacancy details |
| **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  | **Location** |  |
| **Position Number:** |  | **RTF** |  | **Closing** |  |
| Selection panel |
|  | **Name** | **Position** | **OCPE Merit Selection training completed (Y/N)** |
| **Chair** |  |  | Date |
| **Member** |  |  | Date |
| **Member** |  |  | Date |
| **Member** |  |  | Date |
| **Special Measures** |
| Details of Special Measures Plan |
| 1 | Vacancy not advertised under a Special Measures Plan |
| 2 | PRIORITY consideration given to all Aboriginal and Torres Strait Islander applicants |
| 3 | Designated position - ONLY Aboriginal and Torres Strait Islander applicants considered |
| Special Measures outcome |
| * List how many applications were received under the Special Measures plan
* What was the outcome of the assessment of applicants under the Special Measures plan?
* If an Aboriginal applicant is selected under Special Measures attach a copy of their signed **NTPS** **Statutory Declaration** for the Delegate.

If there were Special Measures applicants but none were found suitable, attach the ‘unsuitable report’ approved by OCPE. |
|  |
| **Recommendation**  |
| That you approve the selection of **{enter successful applicant’s name}** to the above-described vacancy.The panel has sighted satisfactory proof of **{enter successful applicant’s name}** qualifications and any necessary criminal history/probity checks. |
| **Background**  |
| **Reason for vacancy** | e.g. JES, resignation, new job |
| **Date of approval to fill vacancy** |  |
| **Redeployee action** | e.g. if sent to redeployee list/outcome |
| **Date vacancy was advertised** |  |
| **Date advertisement was closed** |  |
| **Number of applications received** |  |
| **Additional information** |  |
| **Basis for shortlisting** |
| The panel should meet as soon as possible after advertising closes, to discuss and decide which of the essential criteria, and the skills, knowledge and experience will be considered most important and will set a standard for shortlisting. |
|  |
| Applicants not given further consideration |
| **#** | **Applicant name** | **Applicant details**Brief Info about Applicant and basis for not considering further |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **Applicants shortlisted for further consideration** |
| **{Insert number of shortlisted applicants}** applicants were identified for further consideration and assessment by the panel on the merit principle – that is, overall suitability for this vacancy having regard to work history, education and qualifications, experience in related areas at appropriate levels of responsibility, knowledge, and skill and potential for development as verified by appropriate referees. |
| **Summary of the claims and information gathered about shortlisted applicants** |
| Applicant one |
| **Applicant’s name:** |  |
| **Applicant’s merit:** work history, levels, skills, experience, knowledge, education, qualifications, work samples and performance reports etc. |
|  |
| **Referees**: recommended at least two for any applicant found suitable |
| **1** | Insert referee’s name, position title and relationship (eg immediate supervision) |
| **2** | Insert referee’s name, position title and relationship (eg immediate supervision) |
| **Summary of Referee Information:** clearly differentiate between referees as to who said what |
|  |
| **Applicant Interview Information:** If applicant interview is held |
|  |
| Applicant two |
| **Applicant’s name:** |  |
| **Applicant’s merit:** work history, levels, skills, experience, knowledge, education, qualifications, work samples and performance reports etc. |
|   |
| **Referees**: recommended at least two for any applicant found suitable |
| **1** | Insert referee’s name, position title and relationship (eg immediate supervision) |
| **2** | Insert referee’s name, position title and relationship (eg immediate supervision) |
| **Summary of Referee Information:** clearly differentiate between referees as to who said what |
|  |
| **Applicant Interview Information:** If applicant interview is held |
|  |
| **Comparative discussion and reasons for recommendation** |
| * If the panel finds more than one applicant suitable, the most suitable applicant is referred to as “suitable and preferred”.
* Panels do not need to find applicants “unsuitable”. Applicants cannot be found “partially suitable”.
* Clearly explain why one applicant is more suitable than another. The panel may wish to refer to a specific criterion, however you do not need to write long paragraphs addressing each criterion individually.

It is likely that all the applicants you shortlisted met the essential criteria at a high level. So the comparison should explain, with specific examples and references to work experience, past levels and duties, education and qualifications, skill and potential, why the selected applicant is superior for this particular vacancy. |
|  |
| **Panel recommendation** |
| For the reasons detailed above, and based on their overall suitability having regard to experience, knowledge, skill, qualifications and potential, **{enter successful applicants name}** is regarded as the most suitable applicant and is recommended by the selection panel for the role of **{Vacancy job title}.**All qualifications, certificates and other requirements for the job such as criminal history checks to verify the applicant’s suitability have been sighted by the selection panel.A copy of the **Job Description** is attached for the Delegate**.** Also attached is a copy of the **Selection Outcome Advice for All Applicants (SOAFAA).** If the Delegate approves the recommendation, this information will be sent to all applicants to ensure transparency and to increase understanding of the reasons for the selection decision and the basis for the panel finding the selected applicant to be the most suitable for the vacancy. |
| **Public Sector Instrument 27** allows applicants found suitable, not but selected, nine months from the closing date of the advertisement, being the electronic advertisement or date of print media whichever is the later, may be appointed into an identical vacancy if it arises again.**{Name of applicant}**, although not selected, was found to be suitable, and therefore the selection panel recommends that, if this position, or an identical one, becomes available within nine months of the closing day of advertising, **{Name of applicant}** could be offered the vacancy pursuant to Public Sector Instrument 27. |
| Panel chair | Panel member | Panel member |
| **Signature:** |  | **Signature:** |  | **Signature:** |  |
| **Name:** |  | **Name:** |  | **Name:** |  |
| **Job Title:** |  | **Job Title:** |  | **Job Title:** |  |
| **Date:** |  | **Date:** |  | **Date:** |  |
| **Delegate approval** |
| The Delegate will consider whether the selection process and procedure provided an adequate assessment of the applicants’ suitability, and whether the selection is supportable on the evidence.If the panel’s recommendation is not approved by the Delegate, reasons should be provided to the selection panel by the Delegate and the report returned for further investigation. |
| **ENDORSED/NOT ENDORSED** | **APPROVED/NOT APPROVED** |
| **Signature:** |  | **Signature:** |  |
| Director HR (If an agency requirement) | Delegate |
| **Date:** |  | **Date:** |  |
| HR and/or DELEGATE’S COMMENTS (If any): |
|  |
| End of form |
|  |