# Civil Service Jobs sift feedback form

## About you and your candidate

|  |  |
| --- | --- |
| **Your details**Name:      Email address:      Contact number:       | **Candidate and vacancy details**Application ID:      Vacancy reference number:       |

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## Competence Assessment (optional)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please score the candidate using the following scoring guidelines:

|  |  |  |
| --- | --- | --- |
| **Score** | **Value** | **Description** |
| 1 | Not demonstrated | No positive evidence provided |
| 2 | Minimal demonstration | Limited positive evidence provided |
| 3 | Moderate demonstration | Moderate positive evidence provided |
| 4 | Acceptable demonstration | Adequate positive evidence provided |
| 5 | Good demonstration | Substantial positive evidence provided |
| 6 | Strong demonstration | Substantial, positive evidence provided including some evidence of exceeding expectations |
| 7 | Outstanding demonstration | Evidence provided wholly exceeds expectation at this level |

 |

### Competency 1

|  |  |
| --- | --- |
| Competency Title:       | Score (1-7):  |

### Competency 2

|  |  |
| --- | --- |
| Competency Title:       | Score (1-7):  |

### Competency 3

|  |  |
| --- | --- |
| Competency Title:       | Score (1-7):  |

### Competency 4

|  |  |
| --- | --- |
| Competency Title:       | Score (1-7):  |

### Competency 5

|  |  |
| --- | --- |
| Competency Title:       | Score (1-7):  |

### Competency 6

|  |  |
| --- | --- |
| Competency Title:       | Score (1-7):  |

### Competency 7

|  |  |
| --- | --- |
| Competency Title:       | Score (1-7):  |

### Competency 8

|  |  |
| --- | --- |
| Competency Title:       | Score (1-7):  |
|  |  |
|  **Total competency score**       |   |

### Languages

|  |  |  |
| --- | --- | --- |
| Not Applicable ☐ | Does Not meet Criteria ☐ | Meets Criteria ☐ |

### Qualifications

|  |  |  |
| --- | --- | --- |
| Not Applicable ☐ | Does Not meet Criteria ☐ | Meets Criteria ☐ |

### Licenses

|  |  |  |
| --- | --- | --- |
| Not Applicable ☐ | Does Not meet Criteria ☐ | Meets Criteria ☐ |

### Memberships

|  |  |  |
| --- | --- | --- |
| Not Applicable ☐ | Does Not meet Criteria ☐ | Meets Criteria ☐ |

## Overall score

|  |
| --- |
| You should use this section if you are using methods other than, or in addition to competencies when making your selection decision.The score will only be shown to the candidate if you provide content in the "Overall score description" fieldWe recommend you provide:* Details of what has been assessed
* A short description of what the score represents
 |
| **Overall score**        |  |

### Overall score description (optional)

|  |  |  |
| --- | --- | --- |
|  |  |  |
|       |

## Results/Outcome

### Overall Rating (please select one rating)

|  |  |  |  |
| --- | --- | --- | --- |
| Outstanding Demonstration  ☐ | Strong Demonstration  ☐ | Good Demonstration  ☐ | Acceptable Demonstration  ☐ |
| Moderate Demonstration  ☐ | Minimal Demonstration  ☐ | Not Demonstrated  ☐ |  |

### Outcome (please select one outcome)

|  |  |  |
| --- | --- | --- |
| Hold ☐ | Unsuccessful ☐ | Interview ☐ |

## Declaration

By submitting this form you’re confirming that you have no conflict of interest in reference to this candidate and that the evaluation reflects the views of all the selection panel members.

I understand that:

* I need to keep all notes that relate to this decision for a 2 year period, if the vacancy is advertised externally
* This information will be made visible to the candidate

I agree ☐

## What to do next

Enter the information from this form onto Civil Service Jobs or retain as needed.