#### (Insert Position title here) (Insert Organisation name here)

* Use your job description as a basis for your candidate selection.
* Make sure your selection factors are based on the competencies you need e.g. communication skills (and the questions you are asking will test how the candidates have demonstrated this in the past).
* You can identify as many selection factors as you like but we suggest no more than 10.
* Keep in mind how important each selection factor is e.g. is it “must-have” or optional? Does half the job require this skill or will it only be needed occasionally?
* Once you’ve held the interview, rate each candidate on each selection factor. The easiest way to do this is to score based on:
  + Does not satisfy – 1 point
  + Partially satisfies – 2 points
  + Fully satisfies – 3 points
* The highest score should be the preferred candidate. It might also be worth considering whether the other candidates would be suitable for the job if the preferred candidate doesn’t accept the job.
* Your worksheet should look like this:

| Selection factors | (Insert Candidate Name here) | (Insert Candidate Name here) | (Insert Candidate Name here) | (Insert Candidate Name here) |
| --- | --- | --- | --- | --- |
| 1. *e.g. Communication skills. (Mandatory)* |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| **TOTAL** |  |  |  |  |
| **ASSESSMENT** |  |  |  |  |

**\*Rating:** 1 = Does not Satisfy 2 = Partially Satisfies 3 = Fully Satisfies

**Assessment** P = Preferred S = Suitable U = Unsuitable