

g Individual applicant scoring template



This template can be used to combine the scores on each selection method and arrive at an overall score for an applicant (use this template for each applicant being assessed).

Instructions

- In the top row enter the applicant's name, and the key selection criteria (KSC) for assessment. On the left hand side column, enter the selection techniques used to assess the KSC. It is important to note that every selection technique will assess each KSC, so areas that are not assessed can be blanked out, e.g. the interview may only assess KSC 1 and KSC 4, so the boxes at KSC 2 and KSC 3 should be blanked out to indicate they are not applicable to that particular technique.
- Enter the scores for each KSC assessed. Combine, then average, across each KSC to create overall score e.g. $(3 + 5) / 2 = 4$
- Include any comments to explain each of the ratings, citing behavioural examples. Areas for development should be noted, as this will either be useful for delivering feedback to unsuccessful applicants or will provide valuable on-the-job information for successful applicants.

The template below provides examples in italics to assist in completing the template.

Applicant name: *(Mary Smith)*

Selection technique	KSC 1	KSC 2	KSC 3	KSC 4	KSC 5	Comments
	<i>e.g. demonstrated understanding of theory and practice in aged and disability service provision</i>	<i>e.g. knowledge of high quality case management service/provision</i>	<i>e.g. relevant tertiary qualification</i>	<i>e.g. client focused</i>		
<i>Application form</i>			<i>4/5</i>			<i>Mary has a relevant background and has the requisite qualifications to perform in this role.</i>
<i>Interview</i>		<i>4/5</i>		<i>4/5</i>		<i>Mary demonstrated her understanding of the theory and practice in aged and disability service provision through her response to the relevant behavioural interview questions. She also demonstrated through her responses that she is client focused.</i>
<i>Ref. Check</i>	<i>4/5</i>	<i>4/5</i>		<i>4/5</i>		<i>Mary's referee responses supported scores attained through the other selection methods.</i>
Overall Score (average of the KSC scores)	<i>4/5</i>	<i>4/5</i>	<i>4/5</i>	<i>4/5</i>		<i>Overall, Mary presented as a high calibre candidate who should be seriously considered for this role.</i>
Development areas	<i>No significant areas for development arose through the selection process.</i>					

