

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Staff Nurse

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information





Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
 Aspire	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 Respect	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 Enable	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Pre foundation year		
	Good general education	3	Application form
	Registered Nurse (General)	3	Application form
	Experienced nurses		
	Mentoring and assessing course	2	Application form
	Accredited Critical Care Course	2	Application form
EXPERIENCE eg Breadth of occupational experience	Previous experience in an acute ward of a NHS hospital	3	Application form
	Previous experience in ITU an advantage but not essential	2	Application Form/Interview
	Previous experience of teaching students, HCAs and qualified staff would be an advantage	2	Application Form/Interview
	Ability to work within a team and independently	3	Application Form/Interview

OUTSTANDING CARE

HEALTHY COMMUNITIES

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CATEGORY	CRITERIA	Weight	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Good communication skills: written and verbal and in English	3	Application form/Interview
	Numerate	3	Test at interview
	Knowledge of up to date nursing issues	2	Interview
	Highly motivated	3	Interview
	Knowledge of research based practice	2	Interview
	Keyboard skills	3	Interview
	Good time management skills	3	Interview
	Reasonable clinical knowledge	3	Interview
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Able to work across both acute sites	3	Interview
	Ability to work all shifts including night duty	3	Application form/interview

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