

R&S3: Employee Specification Template

Employee Specification / Selection Assessment Form

JOB TITLE:	Occupational Therapist
BAND:	5
POST REFERENCE NO:	

This first section is used to define your criteria – this will be shared with all candidates as part of the recruitment process. All criteria should be job related and be able to be assessed through the selection process.

RATING SYSTEM

All criteria will be assessed against the following rating system:

0 – No evidence

1 – Some, but insufficient evidence

2 – Sufficient evidence

3 – Evidence exceeded

A weighting will be applied (x2 for essential criteria; x1 for desirable).

For all essential criteria a score of less than 2 means that the candidate is not appointable.

SHORT LISTING CRITERIA

These should be criteria that can be assessed using the application form. It is best to use only essential criteria for short-listing purposes. If other pre-interview/selection tools are being used e.g. Talent Screener please include these in the relevant section.

INTERVIEW/SELECTION PROCESS CRITERIA

These should be criteria that can be assessed following shortlisting and any pre-interview/selection tools. You may wish to use additional selection methods and if you do, please indicate this against the relevant criteria

CRITERIA		ESSENTIAL/ DESIRABLE?	RATING MEASURE	ASSESSMENT STAGE AND METHOD
1	Professional qualification BSc/Dip OT, RN DIP /Degree in nursing.	ESSENTIAL	0 = No evidence of qualification 1 = Working towards qualification 2 = Evidence of Required Qualification 3 = Evidence of Required Qualification plus further	Short Listing Application Form

			relevant qualifications	
2	Knowledge of the problems and difficulties experienced by people with mental health illness which underlie the additional recovery and rehabilitation needs.	ESSENTIAL	0-no experience 1-some experience 2-adequate experience 3-extensive experience	Short Listing Application Form
3	Experience in assessing, planning, implementing and therapeutic activities to meet service user needs.	ESSENTIAL	0-no experience 1-some experience 2-adequate experience 3-extensive experience	Short Listing/ Application Form
4	Knowledge in person centred approaches and awareness of legislation that affects delivery of health care in mental health services.	ESSENTIAL	0-none 1-some 2-adequate 3-extensive	Short listing/ Application Form/Interview
5	Demonstrates importance of sound evidence based health interventions when delivering/initiating direct care work	ESSENTIAL	0-none 1-some evidence 2-adequate evidence 3-extensive evidence	Short listing/ Application Form/Interview
6	Post qualifying experience and a knowledge of working within an occupational therapy /nursing clinical frame of reference, models and approaches, experience of doing such work with service users facing challenges of substance misuse	DESIRABLE	0-no experience 1-some experience 2-adequate experience 3-extensive experience	Application Form /Interview
7	Has an understanding of the relevant skills required and a commitment to developing skills in psychological thinking and interventions appropriate to skill level and in line with the serviced integrated care pathways	DESIRABLE	0-none 1-some evidence 2-adequate evidence 3-extensive evidence	Application Form /Interview
8	Is willing to develop skills and knowledge in formulation and to work under supervision where required developing collaborative formulations with service users and families	ESSENTIAL	0-none 1-some evidence 2-adequate evidence 3-extensive evidence	Application Form /Interview

9	Has experience of working with diverse populations and values the work associated to promoting diversity and social inclusion.	ESSENTIAL	0-no experience 1-some experience 2-adequate experience 3-extensive experience	Application Form /Interview
10	Values the importance of partnership working and the contributions this brings to clinical care/services	ESSENTIAL	0-none 1-some evidence 2-adequate evidence 3-extensive evidence	Application Form /Interview
11	Is committed to person centred care and to promoting the use of the recovery model and social inclusion.	ESSENTIAL	0-none 1-some evidence 2-adequate evidence 3-extensive evidence	Application Form /Interview
12	Has IT literacy skills and the ability to work on electronic care records	ESSENTIAL	0-none 1-some 2-adequate 3-extensive	Application Form
13	Has some knowledge of the Mental Health Act and other legislation	ESSENTIAL	0-none 1-some 2-adequate 3-extensive	Application Form /Interview
14	To be able to perform all compulsory training essential to the post.	ESSENTIAL	0-none 1-some evidence 2-adequate evidence 3-extensive evidence	Application Form
15	Car Driver with up to date licence	ESSENTIAL	0-none 1-some evidence 2-adequate evidence 3-extensive evidence	Application form /Shortlisting
16	Have undertaken or be willing to undertake the supporting Learners in Clinical Practice qualification / APPLE accredited .(Desirable)	DESIRABLE	0-none 1-some evidence 2-adequate evidence 3-extensive evidence	Application form /Shortlisting

Pre Interview/Selection Tests

DETAIL OF TEST	RATING MEASURE
e.g. Talent Screener score of 6 or more	6 or more = PASS 5 or below = FAIL

Short Listing Record

POST REF:		DATE OF SHORT LISTING:	
SHORT LISTING PANEL:	Kay Tschanschek Lynn Welsh		

Essential Criteria

Any individual scores of 1 or 0 result in non-shortlist

[illegible]

Interview/Selection Assessment Record

POST REF:		DATE OF INTERVIEW:	
INTERVIEW PANEL:	Kay Tschanschek Sean Devanny Donna Hanson	Tuesday 20th March 2018 Millfield House Kirk Lane Yeadon	

All panel members will complete an individual notes and scoring sheet – this record should represent the consensus view regarding the assessment of each candidate against the criteria and will represent the panel’s assessment of each candidate.

Essential Criteria

Any individual scores of 1 or 0 result in not appointable

CANDIDATE NUMBER	CRITERIA NUMBER									SCORE	WEIGHTING	TOTAL SCORE	APPOINTABLE (Y/N)

Desirable Criteria

CANDIDATE NUMBER	CRITERIA NUMBER									TOTAL SCORE

Candidate Assessment

(ONLY INCLUDE THOSE CANDIDATES WHO ARE ASSESSED AS APPOINTABLE BASED ON THE ESSENTIAL CRITERIA)

CANDIDATE NUMBER	ESSENTIAL SCORE	DESIRABLE SCORE	TOTAL SCORE

APPOINTED CANDIDATE = _____

Appointing Officer

Signature Date