

# Recruitment Selection Report

This form is to be completed after the recruitment panel's assessment and ranking of applicants for a position and to identify the recommended applicant. Please return this form to the [Careers Team](#) to progress the appointment.

## RECRUITMENT VACANCY DETAILS

Position Title		Position Number	
Assessment Date/s			
Panel Members			
Assessment Method	Interview / Work Test / Psychometric Assessment / Reference Checks (Circle all methods used)		

## INTERVIEW SCORES AND ASSESSMENT

Indicate the rating of each candidate considering the candidate's overall application and merit demonstrated throughout the recruitment process. Consider their application, skills and abilities relevant to the position, interview, referee reports, alignment to council's values, cultural and team fit, and personal knowledge where appropriate.

Enter the interview scores, assessment, rating and any notes on each candidate:

	(Candidate 1 Name) Date of interview	(Candidate 2 Name) Date of interview	(Candidate 3 Name) Date of interview	(Candidate 4 Name) Date of interview
(Panel Member Name)				
(Panel Member Name)				
(Panel Member Name)				
INTERVIEW TOTAL SCORE				
ASSESSMENT				
RATING				
Notes/feedback relevant to applicants				

**Assessment:** P = Preferred candidate for the position S = Suitable for Order of Merit consideration U = Unsuitable

**Rating (against position requirements and selection criteria):**

1: Poor	<b>Does not meet expectations/requirements.</b> Generally does not meet most criteria for successful job performance	2: Fair	<b>Partially meets expectations/requirements.</b> Meets most criteria for successful job performance
3: Satisfactory	<b>Meets expectations/requirements.</b> Meets all criteria for successful job performance	4: Excellent	<b>Exceeds expectations/requirements.</b> Significantly exceeds criteria for successful job performance.

## COMMENTS (including justification for appointment)

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## RECOMMENDED CANDIDATE

Name		Reference Checks Completed	Y / N
Proposed Salary Level		Note: Salary and start date to be confirmed following compliance checks and appointment approval	
Proposed Start Date			
Special conditions of appointment (if applicable)			

## ORDER OF MERIT

Candidates who have been assessed on merit and identified as suitable for the role advertised may be utilised to fill other roles for up to 12 months following a recruitment process. Roles that have been advertised as casual or fixed term, cannot be utilised to fill a permanent vacancy through order of merit.

Order of merit (rank)	Candidate Name	Overall assessment of each candidate: Explanation of what skills and abilities the candidate has demonstrated in the recruitment process that would be applicable in an order of merit consideration for other roles
1		
2		
3		
4		

## DECLARATION

In signing the below, you confirm that you:

- agree with the selection outcome of this recruitment and
- have treated all candidates equally and fairly throughout the interview and
- have identified and managed any actual, potential or perceived [Conflict of Interest](#) (COI) in line with the [Conflict of Interest for Employees Policy and Procedure](#) prior to the recruitment selection

Name of Panel Member (Print)	COI Declared	Signed
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Once this form is completed and signed by all panel members, please forward to [careers@ipswich.qld.gov.au](mailto:careers@ipswich.qld.gov.au) and return the hard copy with your interview kits.

**An offer of appointment can only be made once this report and interview kits, reference checks, pre-employment checks and approval of the appointment have been completed and received for the recommended candidate.**