**Self-Assessment Form**

**Candidate Name: INSERT YOUR NAME HERE**

This is a vital part of your application allowing you to provide examples of how you demonstrate the competencies required for the post. Before you begin, [read the guidance](https://www.judicialappointments.gov.uk/completing-your-self-assessment) on [how to complete your self-assessment](https://www.judicialappointments.gov.uk/completing-your-self-assessment) and [choosing your best examples](https://www.judicialappointments.gov.uk/choosing-best-examples-your-selfassessment).

This framework is aligned to the competency framework used by Courts and Tribunals Judiciary, and the Judicial College to ensure that role holders are assessed by the same measures at every stage of their career.

When considering your application and taking part in the selection process please think how your experience is transferable to the competencies listed below. Each example you give should apply to a specific competency area. You do not need to address every bullet point in your example or examples, but you should seek to address the competency area, as expressed in the description under each title.

Please be concise and limit your response to 250 words per competency. Any additional words will be discarded.

1. **Exercising Judgement**

Demonstrates integrity and applies independence of mind to make incisive, fair and legally sound decisions

* Applies the relevant law and procedure correctly to progress the case
* Reaches timely decisions which are soundly reasoned and easy to follow
* Demonstrates independence of mind
* Demonstrates the ability to be decisive in arriving at judgments
* Ensures fairness, demonstrates integrity and acts without bias or prejudice,

especially in challenging, complex situations

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1. **Possessing and Building Knowledge**

Possesses a detailed knowledge of own field of law and practice. Demonstrates an ability and willingness to learn new areas of law and procedure when required and develop professionally, encouraging others to do so as well

* Demonstrates advanced knowledge and experience of complex litigation practice and Demonstrates current or previous substantial experience of employment law
* Demonstrates an ability to acquire knowledge rapidly, especially of unfamiliar or complex

subject matter

* Keeps abreast of changes in the law and new processes and procedures
* Pursues, and supports others in continuous learning and professional development, regularly sharing relevant information and knowledge when appropriate

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1. **Assimilating and Clarifying Information**

Quickly assimilates information to identify essential issues, develops a clear understanding and clarifies uncertainty where necessary

* Effectively assimilates and processes large amounts of complex information from multiple sources
* Identifies, and ensures the focus remains on, the relevant issues
* Critically analyses information and applies appropriate weight to it in order to reach a reasoned decision
* Clarifies own understanding and information

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1. **Working and Communicating with Others**

(‘Others’ includes judges, tribunal members and those involved in the administration of justice, as well as all *tribunal* users) Values diversity and shows sensitivity to the different needs of individuals, communities and groups. Demonstrates good communication skills and develops effective working relationships with all

* Remains approachable and supportive of colleagues and receptive to their contributions, providing guidance and instructions as required
* Establishes authority and demonstrates courtesy, gaining the confidence of others, deploying appropriate strategies to defuse conflict and facilitate constructive working relationships
* Communicates effectively both orally and in writing in a manner that ensures understanding by others
* Listens activelyand attentively and probes effectively, ensuring a fair opportunity to all parties to present their case and be heard, whilst ensuring the efficient disposal of the proceedings
* Shows an awareness of the importance of diversity, takes an anti-discriminatory approachand demonstrates sensitivity to the particular needs of different individuals, communities and groups

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1. **Managing Work Efficiently**

Works and plans effectively to make the best use of resources available

* Manages time and prioritises tasks to ensure efficient completion of workload
* Utilises available resources, including making full use of the latest technology, to carry out the role in the most efficient way
* Resolves problems independently but seeks advice and offers assistance to others when appropriate
* Demonstrates resilience, responding calmly and flexibly to changing circumstances and pressure
* Engages with colleagues to maintain high levels of professional standards

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