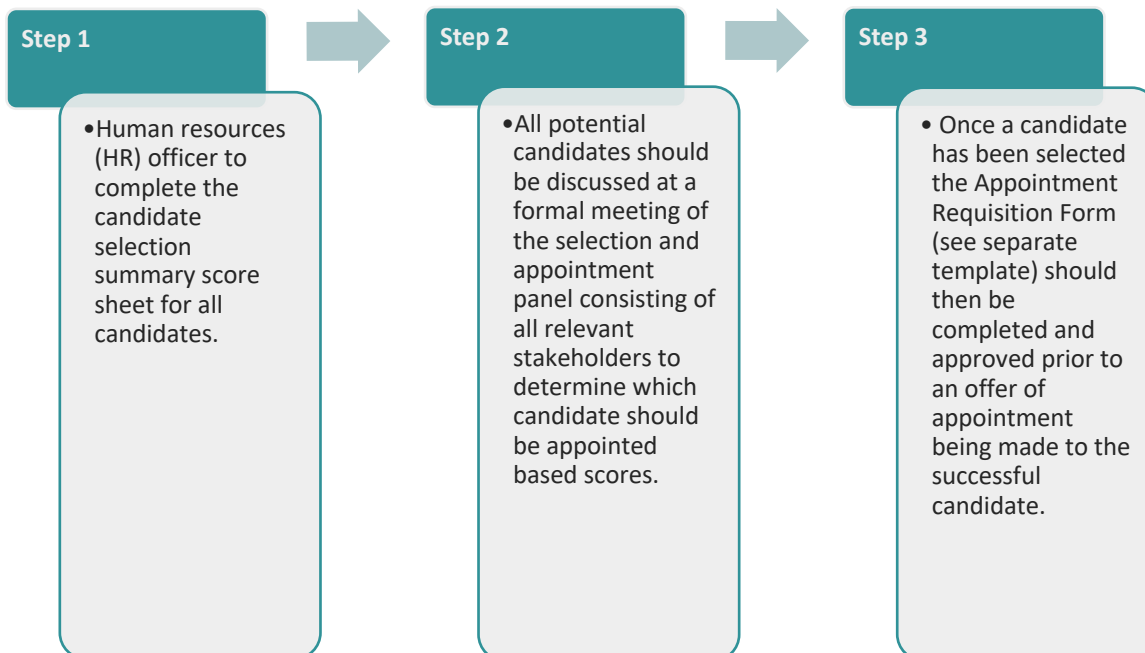# Candidate Selection Summary Score Sheet

Before the most qualified candidate can be objectively identified for a vacancy a formal panel must first review the following:

- The pre-selection ministry, department or agency (MDA) specific selection test scores;
- Interview scores and feedback; and
- Application forms and CV of each candidate.

Next the reasons for the final appointment recommendation should be documented and submitted to the Commission or delegated authority to make a formal offer of employment and begin the on-boarding process.

To do this and maintain transparency it is important that a selection summary score sheet is completed for ALL candidates for comparison against the approved job description by the review panel.

Step 1

- Human resources (HR) officer to complete the candidate selection summary score sheet for all candidates.

Step 2

- All potential candidates should be discussed at a formal meeting of the selection and appointment panel consisting of all relevant stakeholders to determine which candidate should be appointed based scores.

Step 3

- Once a candidate has been selected the Appointment Requisition Form (see separate template) should then be completed and approved prior to an offer of appointment being made to the successful candidate.

Below is a sample "Candidate Selection Summary Score Sheet" that can be used or adapted to suit specific organisation's needs.

HUMAN RESOURCES SELECTION SCORES SUMMARY SHEET

Candidate Details			
Candidate Name:		**Position Applied For:**	
Position Grade Level:		**Position Cadre:**	

CV

Selection Scores
Pre-Selection Test Scores (e.g. verbal or numerical reasoning tests and other general civil service entry exam scores):
Specialist Test Scores (additional exams/tests specific to the vacancy advertised e.g. accountancy exams, situational judgement tests, in-tray exercises, etc.):
Interview Feedback (from all named interviewers):