

## **Selection Procedures**

This document should be read in conjunction with [Background to Selection Procedures](#).

### **1. Vacancies Identified**

The Agency intends to have one major internal campaign each year for Production posts, to be run in December / January for the coming business year. If required a further campaign will be run later in the year. The business planning process will identify staff requirements for Production and Corporate Services areas. Vacancy figures will be based not only on vacancies identified, but also on anticipated turnover and back-filling.

Ad hoc trawls will continue to be published during the year as and when unexpected vacancies arise.

### **2. Eligibility Requirements / Selection Criteria**

Eligibility requirements (including essential criteria) have been established for generic posts in Production. See Annex A for the eligibility requirements for main Production grades.

Where the role changes for a generic post, the eligibility criteria will be revised if appropriate. Eligibility requirements for specialist / singleton posts will be prepared and agreed by HR Division in conjunction with the relevant Director / Business Manager.

The eligibility requirements will reflect the criteria used for both internal trawls and external recruitment. For internal trawls, current grade should not be a barrier if the candidate can meet the criteria applied to external recruitment (e.g. an LLB for an RO1 Legal Examiner). The purpose of removing such a barrier is to create a level playing field and to allow the Agency to assess the suitability of the pool of staff resource available internally.

Selection criteria, including assessment tools (e.g. psychometric tests), will be identified and agreed before a Trawl is issued.

### **3. Trawl Notice**

A Trawl notice will be published on the 'Trawls' site of the Agency's Intranet. A template for Trawl notices has been produced. The Trawl notice will specify the eligibility requirements for the post.

#### **4. Selection Panel Identified**

The selection panel members will be drawn from a pool of trained assessors. The selection panel may be supplemented by a board member with specialist knowledge relevant to the post to be trawled. Panel members will normally be named in the Trawl notice.

#### **5. Application Forms**

Application forms will be prepared for vacancies in the SO2 to RO1 grades. The application form will no longer include a set of competency-based questions. Apart from the candidate's personal details the other information sought will relate to a candidate's knowledge, skills, experience and training relevant to the post they are applying for.

Applications for vacancies at Senior Manager grade and above will not involve an application form. Candidates will be requested to make an application in writing, stating why they believe they meet the requirements for the job.

#### **6. HR Division - Sifting Applications**

HR Division will sift all applications received for each trawl, up to RO1 grade. The sifting procedure will involve checking that eligibility, PDS, Attendance and Conduct criteria have been met. For senior manager posts and above, the selection panel may choose to undertake the sift of applications.

**Eligibility** - candidates will require to meet the eligibility requirements referred to in the Trawl notice, which can also be found in the role profile.

**PDS** - candidates applying for a post must be achieving AC/CD or better in the relevant PDS Review specified in the Trawl notice. Any candidate with a below satisfactory rating in that PDS Review will be ineligible. Any candidate on Inefficiency Procedures for Poor Performance will also be ineligible.

**Attendance** - any candidate on Level 2 of the Agency's Absence Control Procedures, or subject to Inefficiency Procedures for Poor Attendance, will be ineligible.

**Conduct** - any candidate who has a formal written warning held on their personal file as a result of disciplinary procedures will be ineligible for 12 months from the effective date of the written warning.

**Probation** - any candidate on probation who has a rating of below CD, or an unsatisfactory marking for performance, attendance or conduct, in their Probationary Report will be ineligible. Any candidate who does not have a Probation Report when their application is submitted will require to have a report completed. HR Division will make the necessary arrangements with the candidate's team leader.

## **7. Objective Assessment Testing**

Candidates who meet the eligibility criteria will be invited to attend the next stage of the selection process which will involve objective assessment testing. This part of the process will involve the use of psychometric tests, and other assessment exercises, to assess the ability of candidates. A standard will be set for each grade across the Agency e.g. the standard set for an RO2 post in Production will be broadly similar to the standard set for a Service Officer 2 in Corporate Services.

## **8. Test Administration**

Psychometric tests, relevant and appropriate to the post to be filled, will be supplied by an external provider. HR staff, certified in test administration, will administer the tests and forward them to an external provider for scoring. The test papers of all candidates will be retained by the external provider, and only the test results will be submitted to the Agency. Senior posts will also be subject to a relevant and appropriate assessment process.

The tests and exercises used by the Agency as part of its selection procedures will be refreshed as and when required.

It is intended that appropriate HR staff will be trained to a professional standard on how to administer, score and interpret psychometric tests in the future. The Agency will, however, continue to make use of external expertise to support its selection

procedures as and when required.

## **9. Review Test / Assessment Results**

The selection panel will review the results of the psychometric tests or assessment centre and shortlist candidates for interview. The selection panel will make use of a pre-determined scoring system, based on relevant norm groups and levels, to shortlist candidates for interview. The selection panel will also take account of the number of vacancies to be filled when determining the exact number of candidates to be shortlisted.

The currency of the Test / Assessment results will be 12 months from the date taken, which is based on best practice guidance from test suppliers.

## **10. Competency-based Interviews**

The selection panel will conduct interviews following a competency-based approach. Competencies relevant and essential to the post to be filled will be assessed using a series of competency-based questions. A standardised set of questions will be used in each respective trawl to aid consistency in assessment. Each interview will also contain competency-based questions which are common to all jobs across the Agency. An evidence-based scoring mechanism, including weightings where appropriate, will be pre-determined and used by the selection panel to produce an interview score for each candidate.

The competency-based interview will enable candidates to demonstrate evidence of their achievements and abilities which relate specifically to the requirements of the post.

A candidate's application will be used by the selection panel at interview to inform the panel's competency-based approach to assessment but will not, in itself, receive a score.

## **11. Selection Panel Results**

The selection panel will aggregate the scores from the tests taken and the competency-based interview to produce a list of

successful candidates.

## 12. Review

The Agency will keep this guidance under review and may amend them from time to time in light of experience.

# Annex A

## Production Grades

Grade	Eligibility Requirements
SO2	2 Standard Grades (pass or equivalent), or proven work record
SO1	Any internal applicant, or 5 Standard Grades (pass or equivalent)
RO2 LEGAL	Any SO1 or above, or 3 Higher grades (pass or equivalent)
RO2 PLANS	Any SO1 or above, or 3 Higher grades (pass or equivalent)

TL2	Any SO1 or above with Production experience, or 3 Higher grades (pass or equivalent) with Production experience
RO1 LEGAL	RO2 grade or above with RO2 Production experience, or LLB or equivalent legal qualification
RO1 PLANS	RO2 grade or above with RO2 Plans experience
TL1	RO2 grade or above with RO2 Production experience

**Note: Equivalent eligibility requirements will apply for other roles in the same grade.**