

PRIVATE & CONFIDENTIAL

Selection Matrix - Recreation Assistant

Candidate:	
Selection Panel	Line Manager:
	Independent Manager:
	HR Representative:
Date:	

Requirements of the Job	Score	Weight	Final Score
General Competence	Score		
Skill and knowledge level requires no supervision to work to required standards	3		
Skill and knowledge level requires low level of supervision to work to required standards	2	3	
Skill and knowledge level requires medium level of supervision to work to required standards	1		
Skill and knowledge level requires high level of supervision to work to required standards	0		
NPLQ	Score		
Holds current NPLQ and training up to date	2	3	
Holds current NPLQ and training not up to date	1		
Does not hold NPLQ	0		
FAW	Score		
Holds current FAW	2	3	
Holds current Emergency First Aid	1		
Does not hold current FAW or EFA	0		
De-Fib	Score		
Holds current De-Fib qualification	2	1	
Has held qualification or is willing and able to complete De-Fib training	1		
Is unwilling to complete De-Fib training	0		
Pool Plant Operators Certificate	Score		
Holds current PPO	1	2	
Does not hold current PPO	0		
		Total	

Appendix C

Performance in the Job		Score	Weight	Final Score
<p>Task Performance</p> <p>Understands and is able to carry out all tasks detailed in job description and often completes to a standard over and above the average required.</p> <p>Understands and is able to carry out all tasks detailed in job description to required standards</p> <p>Understands and is able to carry out most tasks detailed in job description to required standards</p> <p>Unable to carry out more than a few tasks detailed in job description to required standards</p>	<p>Score</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p>		3	
<p>Experience of Other Roles (e.g. supervising, coaching, training, working at other sites, switching between roles, volunteering/assisting)</p> <p>Has regular experience of working/helping in other roles in company</p> <p>Has worked/helped in other roles in company but only has a small amount of experience</p> <p>Only works in this role in company</p>	<p>Score</p> <p>2</p> <p>1</p> <p>0</p>		2	
<p>Standards of Conduct & Performance</p> <p>Has never been spoken to informally about a performance or conduct issue</p> <p>Has been spoken to informally about a performance or conduct issue</p> <p>Has been spoken to informally about a performance or conduct issue more than once</p> <p>Has been spoken to informally about a performance or conduct issue more than once in the last 6 months</p>	<p>Score</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p>		2	
<p>Attitude / Willingness</p> <p>Consistently demonstrates enthusiasm, team spirit and is openly supportive of company</p> <p>Is generally enthusiastic, team spirited and supportive of company</p> <p>More often than not demonstrates a negative and unhelpful attitude to the company and colleagues</p>	<p>Score</p> <p>2</p> <p>1</p> <p>0</p>		3	
			Total	

Appendix C

Attendance Record		Score	Weight	Final Score
NB For staff with less than 1 complete year of service please apply the following calculation to the pre-weighted score. 0 to 4 months service - subtract ¾ points 5 to 8 months service - subtract ½ point 9 to 12 months service - subtract ¼ point 12 months service or over - subtract 0 points				
Self Certified Absence*	Score			
3 instances or less of self cert absence in last 12 months	2		3	
3 - 6 instances of self cert absence in last 12 months	1			
7 or over instances of self cert absence in last 12 months	0			
Long Term Sickness Absence*	Score			
No long term** absence in last 12 months	2		1	
3 or less instances of long term absence in last 12 months	1			
4 or more instances of long term absence in last 12 months	0			
*does not include paternity, maternity or disability related absence **equals 8 days or more				
Other absence	Score			
Has no unauthorised absence in the last 12 months	2		1	
Has less than 3 instances of unauthorised absence in last 12 months	1			
Has 4 or more instances of unauthorised absence in last 12 months	0			
			Total	

Disciplinary / Capability Record		Score	Weight	Final Score
Formal Warnings	Score			
No disciplinary or capability issues current	2		3	
Live first disciplinary/capability warning on file	1			
Live final disciplinary / capability warning (or 2 firsts) on file	0			
			Total	

Final Overall Score

Selection Criteria	Score
Requirements of Job	
Performance on the Job	
Attendance Record	
Disciplinary / Capability Record	
Overall Total	

