

Private & Confidential

[DATE]

[NAME]

[ADDRESS]

[ADDRESS]

[ADDRESS]

[ADDRESSSS]

Dear [NAME],

Re: Challenge of Score resulting from the Selection Matrix

Please find attached your completed matrix detailing your assessment which has been completed under various headings relating to your job. Your score has been objectively assessed by the selection panel named on your matrix.

If you wish to challenge this scoring please complete the form (overleaf) detailing your grounds for this challenge together with justifications and evidence. The Company will only accept a challenge if you can provide evidence and examples of your reasons. Forms stating that you "feel" you should have scored higher without evidence will not be accepted.

If your challenge is found to be justifiable then your scoring will be altered and you will be informed of the new total.

The Company cannot guarantee however, that your new total will alter any final decision made with regard to redundancy and therefore the outcome may remain the same.

If you decide to challenge your score please complete your challenge form and return to your staff committee representative by 16<sup>th</sup> February 2007 at the latest. All valid challenges will be investigated and a final decision made by 23<sup>rd</sup> February 2007.

Yours sincerely,



Joanne Calvert  
HR Manager

## Appendix H

Please only complete this form if you intend to challenge your score

- 1 Fill in "Section Challenged" box with section name that you are challenging and score given
- 2 Complete "Challenge Details" box with evidence and / or examples to support your challenge
- 3 Complete "Score Expected" box with the score you believe is correct
- 4 Sign where indicated

NB Leave box with dark boundary blank

Section Challenged:		Score Given
Challenge Details:		Score Expected
Signed:		Agreed Yes / No
		New Overall Score

Section Challenged:		Score Given
Evidence/examples to support challenge:		Score Expected
Signed:		Agreed Yes / No
		New Overall Score