

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Modern Apprentice Motor Vehicle Technician	JE Ref	
Service	Communities	Band	
Base			

References	Name	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
1				
2				

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
Standard Grade qualification at General level /National 3 (or equivalent) in four or more subjects including English and Maths		D	Customer Requirements		D
First Aid		D	Health and Safety Awareness		D
Health and Safety		D			
2. Experience	Score		5. Personality Factors	Score	
Practical experience gained at school/college and/or experience of relevant trade		D	Committed to personal development	E	
Working as part of a team		D	Enthusiastic	E	
			Team player	E	
			Flexible and adaptable: be able to adjust to changes in work instructions.	E	
			Proactive	E	
			Commitment to safe working	E	
			Genuine interest in trade skills	E	
			Commitment to a career as a Mechanic	E	
3 Skills and Abilities	Score		6. Other Requirements	Score	
Ability to communicate effectively (verbally and written)	E		Good timekeeping	E	
Ability to use online apps such as email, or a Smartphone	E		Committed to college / further training	E	
Ability to use IT functions such as			Provisional or full driving licence		D
			If not in receipt of a full driving		

<p>Outlook, Word, PowerPoint and Excel</p> <p>Ability to effectively manage your time to ensure you are able to complete the work instructions to schedule.</p> <p>Problem solving skills</p> <p>Assertiveness and confidence: able to resist pressures to work following unsafe practices.</p> <p>Respect: apply equality, diversity and inclusion when dealing with others.</p>	<p>E</p>	<p>D</p> <p>D</p> <p>D</p>	<p>licence, commitment to obtain driving licence during apprenticeship programme</p>	<p>E</p>	
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Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate Total Score

person-specification_2012