

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Modern Apprentice Roads Skilled Operative	JE Ref	
Service	Communities	Band	
Base	Dumfries and Galloway		
References	Name	Good	Fair
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		D
Health and Safety		D			
2. Experience	Score		5. Personality Factors	Score	
Independent working: take responsibility for completion of their own work.	E		Committed to personal development	E	
Logical thinking: use clear and valid reasoning when making decisions to undertake the work instructions.		D	Enthusiastic	E	
Working effectively: undertake the work in a reliable and productive manner.	E		Team player	E	
Working as part of a team		D	Flexible and adaptable: be able to adjust to changes in work instructions.	E	
			Proactive	E	
			Commitment to safe working	E	
3 Skills and Abilities	Score		6. Other Requirements	Score	
Ability to communicate effectively (verbally and written)	E		Provisional or full driving licence		D
Ability to use online apps such as email, or a Smartphone	E		If not in receipt of a full driving licence, commitment to obtain driving licence during apprenticeship programme	E	
Ability to use IT functions such as		D			

Outlook, Word, PowerPoint and Excel Ability to effectively manage your time to ensure you are able to complete the work instructions to schedule. Problem solving skills Assertiveness and confidence: able to resist pressures to work following unsafe practices. Respect: apply equality, diversity and inclusion when dealing with others.	E E	D D	Working on rural and urban roads maintenance and repair can be dangerous so you need to have: Common sense A high level of safety awareness A Disciplined and responsible approach whilst working with others.	E E E	
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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	
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person-specification_2012