



Advisory committee

Candidate ID

Date of sift

Sift panel Chair

Second sift panel member

Assessment of six key qualities

An assessment should be made of each key quality with supporting evidence and the appropriate box ticked. The assessment should be agreed by both panel members and signed by the chair of the panel.

Please use continuation sheets wherever needed to capture full assessments.

All panel members should read the full guidance for sift panel members.

- Applications should be sifted on content and not on factors such as spelling and grammar
- Applicants receiving a '0' in two or more key qualities should not be considered suitable for interview
- Applicants must receive 'demonstrated' for 'Good character' and for 'commitment and reliability' to be considered suitable for interview
- Ratings given by panel members must align with the ratings system set out below. No other scoring approach should be used
- Ratings for individual key qualities should be added up and entered as the overall rating at the end of this form

1. Good character

- have personal integrity, be circumspect and able to maintain confidences;
- have nothing in their private or working life, or in the lives of their family or close friends, which could bring them or the magistracy into disrepute.

Demonstrated

Not demonstrated

2. Understanding and communication

- be able to communicate effectively with colleagues and others;
- be able to comprehend relevant facts reasonably quickly, follow evidence and arguments, and concentrate, often for long periods of time.

0. Not demonstrated: little or no positive evidence

1. Demonstrated: generally positive evidence

2. Well demonstrated: positive evidence

3. Very well demonstrated: very strong evidence

3. Social awareness

- appreciate and accept the need for the rule of law in society;
- display an understanding of wider social issues, such as the causes and effects of crime;
- have respect for, and some understanding of people from different ethnic, cultural or social backgrounds

0. Not demonstrated: little or no positive evidence 1. Demonstrated: generally positive evidence
 2. Well demonstrated: positive evidence 3. Very well demonstrated: very strong evidence
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4. Maturity and sound temperament

- be able to relate to, and work with, others;
- have a sense of fairness and be considerate and courteous;
- be open-minded and willing to consider the views and advice of others

0. Not demonstrated: little or no positive evidence 1. Demonstrated: generally positive evidence
 2. Well demonstrated: positive evidence 3. Very well demonstrated: very strong evidence
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5. Sound judgement

- be able to think logically, weigh arguments and reach a balanced decision;
- be objective, and have the ability to recognise and set aside their prejudices.

0. Not demonstrated: little or no positive evidence 1. Demonstrated: generally positive evidence
 2. Well demonstrated: positive evidence 3. Very well demonstrated: very strong evidence
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6. Commitment and reliability

- be willing and able to undertake the minimum sitting requirement of 13 days, or (where that is not possible) 26 half-days per year, and mandatory training;
- be able to undertake their duties on a regular basis.

Demonstrated

Not demonstrated

Assessment Outcome

Total Overall score	
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To be considered for interview?	Yes	No

Overall sift scores will be considered by the advisory committee/quorum to decide which candidates should, on merit, be invited to interview.

Signature of chair of shortlisting panel

I confirm that this form records the final decision of the sift panel

Signature

Date
