



Advisory committee

Candidate ID

Date of sift

Sift panel Chair

Sift panel member(s)

## Assessment of five key attributes

An assessment should be made of each key attribute with the appropriate box ticked. The assessment should be agreed by panel members and signed by the chair of the panel. Successful candidates will score **a minimum of 3 in each attribute**. However, candidates who score 2 in one attribute should be considered for interview, where appropriate. If a significant number of applications are received, the Advisory Committee may decide to sift initially on the core attribute, "Make Fair, Impartial and Transparent Decisions." This should be made clear to sifting panels before or at the time of receiving the applications to sift by your Advisory Committee.

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
- 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 attributes should be added up and entered as the overall rating at the end of this form

## Scoring framework

1	2	3	4	5
<b>Minimal Demonstration</b>	<b>Moderate Demonstration</b>	<b>Acceptable Demonstration</b>	<b>Good Demonstration</b>	<b>Strong Demonstration</b>
No or limited demonstration of attribute with significant areas for development.	Moderate demonstration of attribute but some areas for development.	Acceptable demonstration of attribute with very minor areas for development	Good demonstration of attribute with minor areas for development.	Strong demonstration of attribute with no areas for development.

### 1. Understand and appreciate different perspectives -

Recognises and appreciates others' perspectives.

- Deals with others compassionately and demonstrates genuine understanding and empathy towards their situation.
- Has awareness of, and a willingness to understand, key aspects of societal issues

- 1 Minimal demonstration
  - 2 Moderate demonstration
  - 3 Acceptable demonstration
  - 4 Good demonstration
  - 5 Strong demonstration
- 

**2. Communicate with sensitivity and respect**

- Listens actively and attentively
- Clarifies opinions and communicates confidently and sensitively, within confidential boundaries.
  - Adapts style to match the situation and clearly articulates the rationale for decisions made.

- 1 Minimal demonstration
  - 2 Moderate demonstration
  - 3 Acceptable demonstration
  - 4 Good demonstration
  - 5 Strong demonstration
- 

**3. Work and engage with people professionally**

- Instils trust and confidence, is approachable and dependable.
  - Works in a professional and efficient manner with others and independently.
  - Encourages others to participate and engages them in decision-making
- Appropriately challenges prejudice in self and others

- 1 Minimal demonstration
  - 2 Moderate demonstration
  - 3 Acceptable demonstration
  - 4 Good demonstration
  - 5 Strong demonstration
- 

**4. Make fair, impartial and transparent decisions**

- Is decisive, able to form reasoned opinions that are unbiased, impartial and transparent by following a structured approach when deliberating.
- Able to assimilate large amounts of information and identify relevant issues

- 1 Minimal demonstration
  - 2 Moderate demonstration
  - 3 Acceptable demonstration
  - 4 Good demonstration
  - 5 Strong demonstration
- 

**5. Show self-awareness and be open to learning**

- Is open-minded and able to reflect and learn from others' perspectives. -  
Adapts quickly to changes and seizes opportunities to learn.  
Maintains competence and uses effective strategies to maintain personal wellbeing

- 1 Minimal demonstration
  - 2 Moderate demonstration
  - 3 Acceptable demonstration
  - 4 Good demonstration
  - 5 Strong demonstration
- 

**Assessment Outcome**

Total Overall score	
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**To be considered for interview?**

- Yes
  - No
- 

**Signature of Chair of shortlisting panel**

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

Signature (please type out your full name)

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Date (DD/MM/YYYY)

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Please ensure all the details provided are accurate.

Please note that you cannot amend this form once it has been submitted.