

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: _____ **Name of Applicant:** _____

WEIGHTING





Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria, although falls short on minor aspects
- 1 point = partially meets criteria, but falls short on key aspects
- 0 point = does not meet criteria

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
<p>Values:-</p>  <p>Collaborate</p>	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
 <p>Aspire</p>	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 <p>Respect</p>	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 <p>Enable</p>	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

EDUCATION, QUALIFICATIONS & TRAINING e.g. Education, professional qualifications	GCSE A-C Or Functional Skills in English and Maths (Level 1 or 2) Or equivalent pass at interview assessment	3	Application form / Interview
	Care Certificate in healthcare (Level 3)	2	Application form.
EXPERIENCE e.g. Breadth of occupational experience	Evidence of working in a busy environment	2	Application Form
	Experience in a customer focused environment	2	Application form/Interview
	Previous experience in a health care setting	2	Application form/Interview
	Understands nature of HCA duties Patient Care and Housekeeping duties	3	Interview

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Ability to communicate clearly and concisely with multi-disciplinary team, patients and carers in English.	3	Interview
	Courteous with patients and others both internal and external	3	Interview
	Ability to write clearly and legibly in English	3	Application form
	Understands concept of confidentiality and standards of conduct and care	3	Interview
	Ability to use a computer	3	Application form
	Ability to undertake HS&C level 3 apprenticeship (mandatory)	3	Application form / Interview
SPECIAL CIRCUMSTANCES e.g. Ability to travel to other sites. Ability to work internal rotation	Ability to work required shift pattern	3	Interview
	Can demonstrate they can motivate self and others	3	Interview
	Has some insight into the care needs of children and adults who are ill, frail, and in need of healthcare intervention regardless of age.	2	Interview