

HIRING MANAGER'S RECOMMENDATION REPORT

COMPARATIVE ASSESSMENT

RECRUITMENT DETAILS

Insert role details. These can be found in the Role Description.

Role	Manager (Strategy & Projects)
Requisition	45811
Division/Branch	Talent Acquisition
Grade	Clerk Grade 11/12
Salary range	\$131,094 - \$151,609 p.a. (plus superannuation & annual leave loading)

ASSESSMENTS

3 capability-based assessments completed *(please outline below)* Yes

Assessment Type 1	Interview
Assessment Type 2	Presentation Task
Assessment Type 3	Personality Questionnaire

For Comparative assessment: Identify the 3 forms of assessments used. **Any, additional assessments should also be included.**

RECOMMENDED CANDIDATE(S)

Candidate Name	Ongoing/Temporary
Jane Smith	Ongoing

TALENT POOL CANDIDATE(S)

The Talent Pool candidate list should only include those candidates who have demonstrated they meet the required capabilities for the role. *(Add additional rows if required)*

Candidates:

Charles Ling	
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ASSESSED CANDIDATES

Select the focus capabilities that were assessed and select if those capabilities and behavioural indicators were demonstrated during the assessment process.

Review the Role Description to identify the Focus Capabilities to insert here.

Candidate Name *Jane Smith*

Focus Capability	Met/Not Met
Display Resilience and Courage	Yes
Commit to Customer Service	Yes
Influence and Negotiate	Yes
Deliver Results	Yes
Think and Solve Problems	Yes
Procurement and Contract Management	Yes
Manage and Develop People	Yes
Manage Reform and Change	Yes

Select capabilities by clicking the drop-down arrow and choosing from the list.

Select yes/no by clicking the drop-down arrow.

Recommendation Notes:

Candidate is recommended for the role.

Declare if the candidate is recommended for the position/talent pools.

Overall, Jane showed strong alignment to the behavioural requirements of the role. Specifically, her capacity to problem-solve whilst keeping the client's needs front of mind was seen as a strong asset for the role. Jane's interview responses showed strong resilience and respect for differences in culture whilst her written response was logical and well thought out. Jamie was also a good orator in her presentation. She communicated with conviction and was able to articulate complex concepts in an easy-to-understand manner. Her responses also highlighted her ability to think broadly about problems.

Include evidence and the observed behaviours from each assessment task that justify the recommendation.

Candidate Name *Hank Brown*

Focus Capability

Met/Not Met

Display Resilience and Courage

No

Commit to Customer Service

Yes

Influence and Negotiate

Yes

Deliver Results

No

Think and Solve Problems

Yes

Procurement and Contract Management

Yes

Manage and Develop People

Yes

Manage Reform and Change

No

Recommendation Notes:

Candidate is not recommended.

Declare if the candidate is recommended or not for the position/talent pools.

Overall, Hank did not meet the behavioural requirements of the role. Specifically, he did not provide good evidence of his ability to deliver on agreed outcomes, especially during times of change and uncertainty. Hank's responses indicated that he did not meet the requisite level of resilience and grit required for the role. Moreover, his approach to managing business transformations was below expectation. Hank does have potential in other aspects of the role. In particular, he demonstrated an ability to think broadly about business problems and to influence upward. Hank could strengthen his alignment by building resilience and honing his skills in change management.

Include evidence and the observed behaviours from each assessment task that justify the recommendation.

If possible, consider ways the candidate can improve their alignment to the role. This may be useful if the candidate requests feedback.

PANEL DECLARATION

All panel members are required to sign the following declaration:

1. I agree with the recommendation above, the reasons for the recommendation and the reasons for not selecting and/or interviewing the unsuccessful candidates.
2. The recommendation is based on assessment of the candidate's capabilities as required for the role, considering all information gathered during the assessment process.

I have declared any actual or perceived conflict of interest resulting from my participation in this assessment process.

Hiring Manager Name:	Justine Lamb		
Date:	1/1/24	Signature:	
Independent Name:	Bobby Lee		
Date:	1/1/24	Signature:	
Additional Panel Member:	Peter Song		
Date:	1/1/24	Signature:	

Wet or electronic signatures are acceptable.

Delegate to approve and complete. Wet or electronic signatures are acceptable.

DELEGATE APPROVAL

The assessment panel recommendation is approved. *Yes or No (drop-down)*

Yes

Name

Role

Date

Signature