# Recruitment Assessment template

This template is used for Parliamentarians to document a Members of Parliamentarian (Staff) Act (MOP(S) recruitment assessment process.

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| **Job title** | **Classification** |
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| Recommendation |
| Following the completion of the assessment process, the following candidate/s are assessed as suitable: |

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| **Declaration** |  |  | |
| I confirm I have assessed the person’s capability to perform the role | Section 8(3) of the [MOPS(s) Act](https://www.legislation.gov.au/C2004A02928/latest/text) provides that a parliamentarian or authorised officer must, before employing a person to perform a particular role, assess whether the person has the capability to perform the role. | | Yes |
| I confirm the person is not a member of the officeholder’s, Senator’s or Member’s immediate family. | In accordance with [Members of Parliament (Staff) (Employment Arrangements) Determination 2025](https://www.legislation.gov.au/F2025N00144/asmade/text), immediate family means:   1. A spouse, de facto partner, child, parent or sibling of the officeholder, Senator or Member; 2. A child of the spouse or de facto partner of the officeholder, Senator or Member; 3. A spouse or de facto partner of a child of the officeholder, Senator or Member; 4. A spouse or de facto partner of a sibling of the officeholder, Senator or Member*.* | | Yes |

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| --- | --- | --- |
| Parliamentarian/authorised officer name | Signature | Date |
|  |  |  |

### Rating scale

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| **Rating scale** | | **Rating description** |
| **Suitable (S)** | A candidate should be rated as suitable if assessed as being capable of performing the role at the required level, possessing the appropriate mandatory requirements, as well being an appropriate fit for the office. | |
| **Not Suitable (NS)** | A candidate should be assessed as Not Suitable (NS) if assessed as not capable of performing the role at the required level. Or for candidates who were assessed as not suitable at reference checking. Consider this rating scale when a candidate has not been able to demonstrate their capability, or real potential to reach that capability within a reasonable timeframe or possess the mandatory requirements. | |

### Individual assessment

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| **Candidate name** | **Assessment comments** | **Assessment rating** | **Referee rating** | **Overall rating** | |
| ***e.g. John Smith*** | ***e.g.*** John was unable to demonstrate several of the critical requirements of the role. John was unable to demonstrate examples of specific knowledge or capability relating to report writing. While John was able to demonstrate experience in leading small teams, he was not able to demonstrate how he would collaborate with others to deliver critical outcomes required.  ***e.g.*** Based on assessment, I determine the candidate has demonstrated the capability of performing the role at the required classification, possessing the appropriate skills/mandatory/requirements, as well being an appropriate fit for the office. | ***NS*** | ***N/A*** | | ***NS*** |
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Phone icon **Phone** 1800 747 977

Email icon **Email** hr@pwss.gov.au

**www.pwss.gov.au**