

## PERSON SPECIFICATION and ASSESSMENT FORM

<b>Candidate Name</b>		<b>Post Ref No</b>	
<b>Post Title</b>	Driver 1	<b>JE Ref</b>	G018
<b>Service</b>	Communities	<b>Band</b>	4
<b>Base</b>	Dumfries & Galloway		

  

<b>References</b>	<b>Name</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
1				
2				

<b>Requirements</b> <i>Essential (E) or Desirable (D)</i>	<b>E</b>	<b>D</b>
<b>1. Education and Training</b>	Score	
D1 Entitlement	√	
Diver Certificate of Professional Competence (Driver CPC) Qualification	√	
Disability Training		√
<b>2. Experience</b>	Score	
Some experience of driving PCV vehicles (if PCV licence holder)	√	
<b>3 Skills and Abilities</b>	Score	
Organisational skills	√	

  

<b>Requirements</b> <i>Essential (E) or Desirable (D)</i>	<b>E</b>	<b>D</b>
<b>4. Knowledge</b>	Score	
Disability awareness		√
Vehicles – types/operation	√	
<b>5. Personality Factors</b>	Score	
Self-motivated	√	
Innovative approach to problems	√	
Good listener	√	
Approachable	√	
<b>6. Other Requirements</b>	Score	
Full current driving licence	√	
Punctual	√	
Flexible	√	

**Guidance Notes:**

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

<b>Interviewer</b>	<b>Date</b>	<b>Candidate Total Score</b>

*person-specification\_2012*