

# **SAMPLE SELECTION REPORT**

**LOCAL SELECTION OF CLASSROOM TEACHER POSITION**

**SCHOOL NAME**

**CONFIDENTIAL STAFF SELECTION REPORT**

**DATE**

**POSITION:** Classroom Teacher (School Name)  
**POSITION No:** Position number  
**DEPARTMENT:** Department of Education  
**LOCATION:** Location

#### **SELECTION PANEL**

- Panel member No 1
- Panel member No 2
- Panel member No 3

Name, Senior Consultant Consulting firm, assisted the panel with shortlisting and referee reports.

#### **ADVERTISING DETAILS**

The position was advertised in the following media:

- *Media*

#### **BACKGROUND**

The position of classroom teacher at School Name assists with. This includes ...

#### **SELECTION CRITERIA**

The essential criteria for the position are:

- Criteria.

#### **RECRUITMENT, SELECTION AND APPOINTMENT STANDARD**

The panel is aware of the requirements of the *Recruitment, Selection and Appointment Standard* issued by the Commissioner for Public Sector Standards (Appendix i). The selection process was directed at achieving the outcome of the Standard.

#### **APPLICANTS**

There were No. of applicants for the position (page 4).

#### **SELECTION PROCESS – OVERVIEW**

Applicants were asked to submit a statement of no more than three pages addressing the selection criteria, a resume not exceeding three pages and the names of referees.

An external recruitment consultant shortlisted the applications and provided this information to the chair of the panel (Appendix ii).

Following shortlisting, five applicants were invited to attend an interview (the task is provided at Appendix iv). The interview consisted of a presentation that was 10-15 minutes followed by questions from the panel that was 30 minutes in total duration.

**GROUP 1 – SUITABLE FOR INTERVIEW**

Referee reports were sought for the following applicants. With the exception of Mr Name they were interviewed to assess further their suitability and competitiveness for the position. Mr Name’s referee indicated that he was not competitive for this particular role.

- Names 1
- Names 2
- Names 3
- Names 4
- Names 5
- Names 6

**GROUP 2 - NOT SUITABLE FOR INTERVIEW**

The following applicants were not interviewed as they did not adequately address the selection criteria or were not considered competitive in the field:

- Names 7
- Names 8
- Names 9
- Names 10
- Names 11

**DECISION**

The following table shows the sources of information the panel used in arriving at a final rating of the applicants. (Individual panel ratings at interview are retained on the selection file.)

HC = highly competitive    S = suitable    NC = not competitive

<b>NAME</b>	<b>APP’N</b>	<b>REF</b>	<b>INT</b>	<b>FINAL RATING</b>
Name 1	X	X	X	HC & Preferred
Name 2	X	X	X	HC
Name 3	X	X	X	HC
Name 4	X	X	X	S
Name 5	X	X	X	S
Name 6	X	X		NC
Name 7	X			NC
Name 8	X			NC
Name 9	X			NC
Name 10	X			NC
Name 11	X			NC

