# Civil Service Jobs Sift Evaluation Form – for use with Success Profiles

*Complete the Behaviours, Technical Skills and Experience sections relevant to your vacancy. Strengths are not assessed at sift.*

## \*Section 1 – About you and your candidate

|  |  |  |
| --- | --- | --- |
| **\*Your Details**  Name:  Email Address:  Contact Number: | | **\*Candidate and Vacancy Details**  Application ID:  Vacancy Reference Number: |
| Please score the candidate using the following scoring guidelines:  1. Not Demonstrated - No positive evidence provided 2. Minimal Demonstration **-** Limited positive evidence provided 3. Moderate Demonstration **-** Moderate positive evidence provided 4. Acceptable Demonstration **-** Adequate positive evidence provided 5. Good Demonstration **-** Substantial positive evidence provided 6. Strong Demonstration **-** Substantial, positive evidence provided including some evidence of exceeding expectations 7. Outstanding Demonstration **-** Evidence provided wholly exceeds expectation at this level | | |

## Section 2 – Behaviours assessment

### Behaviour 1

|  |  |
| --- | --- |
| Behaviour title: | Score (1-7): |

### Behaviour 2

|  |  |
| --- | --- |
| Behaviour title: | Score (1-7): |

### Behaviour 3

|  |  |
| --- | --- |
| Behaviour title: | Score (1-7): |

### Behaviour 4

|  |  |
| --- | --- |
| Behaviour title: | Score (1-7): |

### Behaviour 5

|  |  |
| --- | --- |
| Behaviour title: | Score (1-7): |

### Behaviour 6

|  |  |
| --- | --- |
| Behaviour title: | Score (1-7): |

### Behaviour 7

|  |  |
| --- | --- |
| Behaviour title: | Score (1-7): |

### Behaviour 8

|  |  |
| --- | --- |
| Behaviour title: | Score (1-7): |

## Section 3 – Technical skills assessment

### Technical skill 1

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |

### Technical skill 2

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |

### Technical skill 3

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |

### Technical skill 4

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |

### Technical skill 5

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |

### Technical skill 6

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |

### Technical skill 7

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |

### Technical skill 8

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |

## Section 4 – Experience assessment

### Qualifications

|  |  |  |
| --- | --- | --- |
| Not Applicable | Does Not meet Criteria | Meets Criteria |

### Language

|  |  |  |
| --- | --- | --- |
| Not Applicable | Does Not meet Criteria | Meets Criteria |

### Licenses

|  |  |  |
| --- | --- | --- |
| Not Applicable | Does Not meet Criteria | Meets Criteria |

### Memberships

|  |  |  |
| --- | --- | --- |
| Not Applicable | Does Not meet Criteria | Meets Criteria |

### Overall Experience assessment

(include CV and any other Experience elements in this section)

Score:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Comments: | | |

## \*Section 5 – Overall score

### \*Overall score

Score:

## \*Section 6 – Overall rating and outcome

### \*Overall Rating (please select one rating)

|  |  |  |  |
| --- | --- | --- | --- |
| Outstanding Demonstration | Strong Demonstration | Good Demonstration | Acceptable Demonstration |
| Moderate Demonstration | Minimal Demonstration | Not Demonstrated |  |

### \*Outcome (please select one outcome)

|  |  |  |
| --- | --- | --- |
| Hold | Unsuccessful | Interview |

## Section 7 – General comments on application

|  |
| --- |
| Comments: |

## \*Section 8 – Declaration

By submitting this form you are agreeing to and accepting that you have no conflict of interest in reference to this candidate and that the evaluation reflects the views of all the selection panel members.

I understand that

* I need to keep all notes that relate to this decision for a 2 year period, if the vacancy is advertised externally.
* This information will be made visible to the candidate.

I agree

## Section 9 – What to do next

Make sure that all the fields marked with an asterisk \* are complete.

Enter the information from this form onto Civil Service Jobs.