

(Insert Name of Agency)

GOVERNMENT OF THE COOK ISLANDS

PO Box (Insert box #) Rarotonga Cook Islands Phone (682) (Insert telephone number)

(Insert website address)

**To:**

**From:**

**Subject:**  Recruitmentand Appointment recommendation

**Position/location:**

|  |
| --- |
| 1. **SELECTION / SHORT-LISTING PROCESS:**

**Advertising**  |
| **Agency name** | **Days** | **Description** | **Costs** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  **$**  |

**STATISTICS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OPSC email** | **Drop Off** | **Male** | **Female** | **Cook Islanders/PR** | **Overseas** | **Shortlisted** | **Interviewed** |
|  |  |  |  |  |  |  |  |

**PANEL MEMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Short List & Interview Panel Name** | **Agency** | **Position** |
| 1 |  |  |  |
| 2 |  |  |  |
| 5 |  |  |  |

Short listing was based on applicants:

* + Qualifications
	+ Knowledge/ Experience
	+ Key skills/ Attributes/ Behaviours
	+ Objectives of Position (Outputs)
	+ Meeting the Job Description key performance indicators

**Short-listing Results**

The Candidates were measured against criteria and scored 1-5, 1 being far from meeting the minimum requirements to 5 being far exceeds minimum requirements. The score is averaged and the pass mark to qualify to the interview process is 75% and above.

**Shorting Listing Result Summary**

|  |  |  |
| --- | --- | --- |
| **Applicants Name** | **Total Points****Score** | **Total Percentage**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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1. **INTERVIEW PROCESS & RESULTS:**

The applicants were measured against (Insert Number) criteria and scored on selected questions. Each of the questions were allocated marks up to a total of 75 points. The panel scores were averaged and the percentage pass mark to qualify to be recruited to the (Insert Position Title) position was (Insert % depending on position) and above.

**Interview Score Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicants Name** | **Panel Member 1****Score %** | **Panel Member 2****Score %** | **Panel Member 3****Score %** | **Average %** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **INTERVIEW SUMMARY**

|  |
| --- |
| **Summary of Interview Notes: Applicant One (Insert Name)** |
|  |
| **Summary of Interview Notes: Applicant Two (Insert Name)** |
|  |
| **Summary of Interview Notes: Applicant Three (Insert Name)** |
|  |

1. **REFEREE FEEDBACK –**

|  |
| --- |
| **Applicant One (Insert Name)** |
| Insert summary referee feedback, including the applicants major strengths and weaknesses, any required professional development needs and whether they would employ the applicant again: |
| **Applicant One (Insert Name)** |
| Insert summary referee feedback, including the applicants major strengths and weaknesses, any required professional development needs and whether they would employ the applicant again: |

**5. RECOMMENDATION**

Based on the scoring, the Panellists feedback and the referee checks, (Insert Name of Recommended Applicant) is highly recommend as the most suitable candidate for the role.

**Insert Recruitment Failure and reasons and suggestions for what should happen next:**

**Recruitment Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**