**Reviews and complaints information checklist**

The documents required will depend on the decisions made when you were developing your recruitment campaign and the reasons for the request for review or complaint.

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|  | **Available** |
| **Selection Board** – the list of members and the reasons you selected them. For example, subject expert, site representation, independent member. Evidence of assessment of potential conflicts of interest.  |  |
| **Conflict of Interest Forms-** recorded evidence of assessment of potential conflicts of interest.  |  |
| **Recruitment Interviewer Skills Certificates from HSeLanD** for all interview board members before interviewing begins |  |
| **Additional Campaign Information** showing you informed candidates of their rights under the CPSA Code of practice. In addition, you reminded candidates of their rights throughout the recruitment process and at key decision stages.  |  |
| **Job Specification and Eligibility Criteria** – you have a record of decisions made when developing the job specification and using/setting the eligibility criteria. The reason for those decisions, including the title and name of decision makers.  |  |
| **Candidate’s Application Form –**This will be reviewed by the reviewer to make sure the degree of relevance of the applicant’s experience was fairly assessed. |  |
| **Eligibility Sift/ Short Listing Assessment-** record of decisions and the supporting reasons during the assessment including names and titles of decision makers.  |  |
| **Interview Preparation**- records of discussion and agreement relating to interview content and sign-off of content. This includes professional knowledge questions and answers, to assess candidates’ knowledge and experience relevant to the role agreed before the interviews take place. . It can also include an Interview Guide that provides a clear outline of the areas for assessment, performance indicators and guidelines for scoring. This will support the Interview Board and help ensure consistency in approach across all candidates. It. |  |
| **Marking Sheet** – record of marks allocated for each competency area along with a summary comment linking the example provided to some of the behavioural indicators to justify the consensus score awarded.  |  |
| **Note Taking Sheets -** evidence of the key questions asked and answers given by each candidate, and the time allocated to each questioning area. |  |
| **Incident Report Form –** record of any unexpected incident that occurred during interview and if and how it affected a candidate’s performance. Includes how the board managed the incident.  |  |
| **Panel creation-** record of panel creation, evidence of d of order of merit.  |  |
| **Expression of Interest correspondence –** details of post/s available, deadlines to express interest and panel rules, evidence of each one for every candidates.  |  |
| **Transcripts/Qualifications submitted –** copies of theseif relevant to campaign |  |
| **Job Offer correspondence -** details of the offer of a post, any deadlines to accept and panel rules, for each candidates.  |  |
| **References – copies of references relating to**  candidates’ professional ability, attendance record and evaluation of their skills |  |
| **Pre-Employment Clearance Documents**  |  |
| **Job Retraction-** evidence of any job retraction, rationale of same and appropriate sign-off of decision by relevant manager(s).  |  |
| **Other:** |  |