



HUMAN RESOURCES FORM

SELECTION PANEL REPORT

INSTRUCTIONS

Reports are usually written by the chairperson, but must be read, agreed to and signed by all panel members. It is the responsibility of the chairperson to submit the selection panel report along with the applications and referee reports of the ranked applicants to the delegate for endorsement of the panel's recommendation.

Under no circumstances should panel members sign an incomplete or blank report.

When the report is completed, please scan and email it to recruitment@familycourt.gov.au along with the schedule of applicants (if not sent earlier), referee reports and interview questions (if applicable).

No engagements or offers are to be made until the selection report is completed and signed by all panel members and the delegate.

This form is not locked so please feel free to add in or delete individual assessment reports as required.

If you need any assistance or have any questions, please contact the Recruitment team at recruitment@familycourt.gov.au

POSITION DETAILS

Position Title:	Principal Child Dispute Services				
Location:	Based in either Melbourne, Brisbane or Sydney				
Position Number:	0617	Number of Positions	1	APS Level	SES Band 1
Status:	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Non Ongoing <input type="checkbox"/> Casual Intermittent				
When it was Advertised:	APSC Jobs online from 7 October 2016 Weekend Australian of 15 October 2016				
Number of Applications Received:	13				
Number of Applicants Interviewed:	7				
Number of Applications Withdrawn:	1				

INDIVIDUAL ASSESSMENT REPORTS

**It was agreed by the panel to provide an overall assessment and rating for each candidate against the selection criteria.

Name of applicant: Ms Janet Carmichael

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Reference checks

Reference checks conducted against the selection criteria for the position are summarised below:

[REDACTED]
[REDACTED]
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[REDACTED]

[REDACTED]

Overall Ranking: Highly Suitable

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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MERIT LIST

Insert applicants overall ratings translated from each individual assessment and the merit ranking results (for applicants not being ranked in the merit list please insert NR – “not ranked”).

Overall Assessment:

Score of 0-14 = Not Suitable

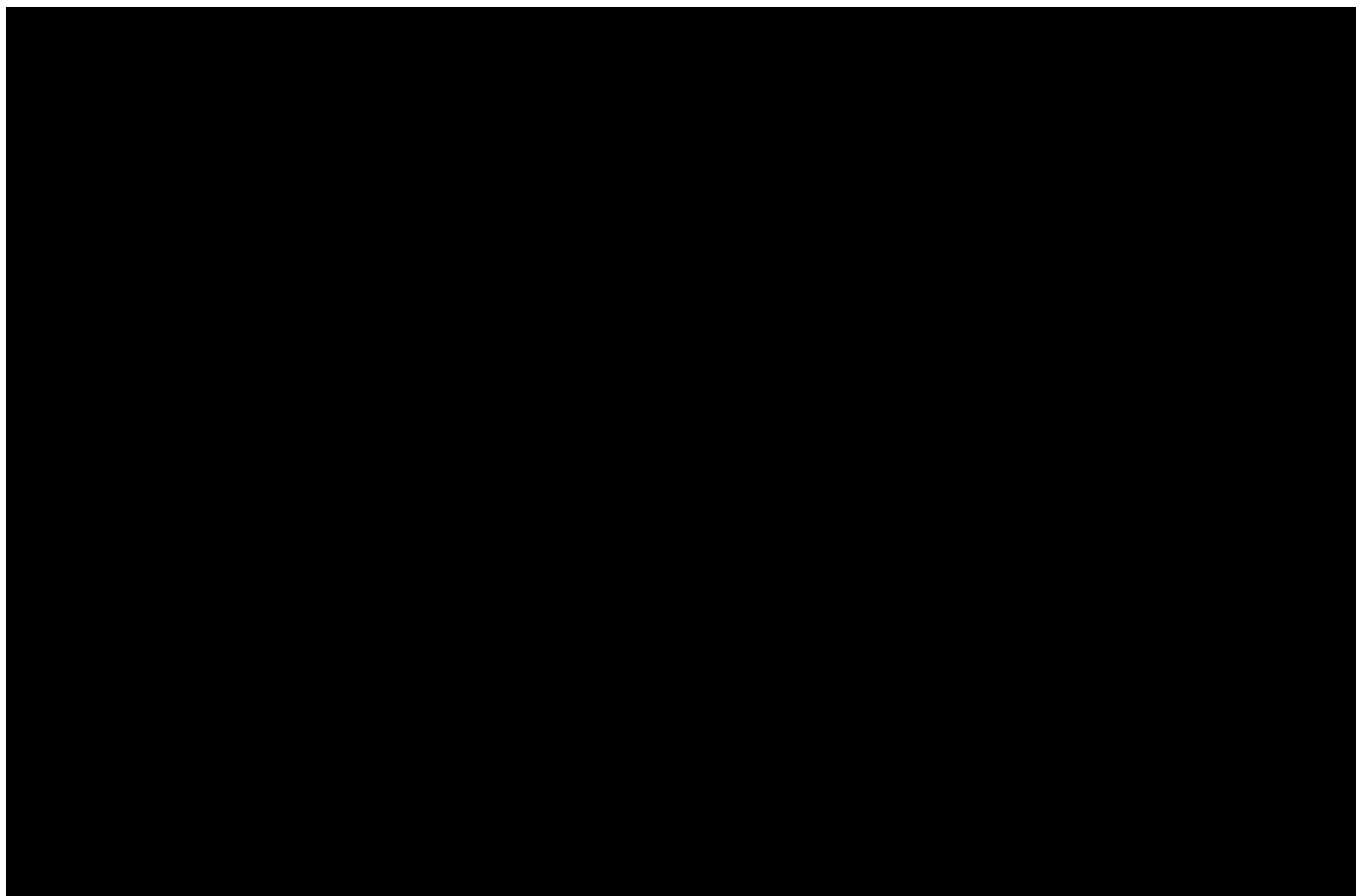
Score of 15-19 = Requires Development

Score of 20-25 = Suitable

Score of 26-30 = Highly Suitable

Applicant	Overall Assessment	Merit Ranking
Ms Janet Carmichael	Highly Suitable	1
[REDACTED]	[REDACTED]	■
[REDACTED]	[REDACTED]	■
[REDACTED]	[REDACTED]	■
[REDACTED]	[REDACTED]	■
[REDACTED]	[REDACTED]	■
[REDACTED]	[REDACTED]	■
[REDACTED]	[REDACTED]	■

COMPARATIVE ASSESSMENT





The final recommendation of the panel was that Ms. Janet Carmichael is the preferred applicant and be appointed to the role of Principal Child Dispute Services [REDACTED]

[REDACTED]

RECOMMENDATION DETAILS

Please Note: In order for Human Resources to process and finalise the selection report this section **MUST** be completed. If you require assistance to complete this section please contact the Recruitment Team on [REDACTED]

Options

A Selection Advisory Committee may recommend one or more of the following:

1. Engagement as an Ongoing Employee, with probation
2. Engagement as an Ongoing Employee, without probation (only if candidate has been with the Court for 6+ months in a non-ongoing role)
3. Engagement as a Non-Ongoing Employee (please indicate duration)
4. Promotion (pending promotion review for APS 1 – APS 6)
5. Promotion (not subject to review for EL1 and above)
6. Permanent Transfer at Level (From another Commonwealth Department)
7. Temporary Transfer (From another Commonwealth Department)
8. Temporary re-assignment of duties (higher duties within the Court)

Please note:

- Any engagement above base level requires CEO approval. This includes anyone who has been acting at a higher increment level.
- No engagements can be made or offered until the report is signed off by all panel members and the delegate.

Successful Applicant(s) Commencement Details

Applicant Name	Start Date	Position number	Recommendation Option (see above)	Classification	*Salary	Location
					\$	
					\$	
					\$	
					\$	

APPROVALS

The undersigned are aware of the correct policy and procedures for merit selection and certify that these have been followed.

Chairperson

Name	██████████	Signature	████████████████████	Date	14.12.2016
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Panel Member

Name	██████████	Signature	████████████████████	Date	██████████
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Panel Member

Name	██████████	Signature	████████████████████	Date	██████████
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Panel Member

Name	██████████	Signature	████████████████████	Date	██████████
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Minority Report:

If there is a dissenting panel member(s) on a selection panel, the member(s) may submit a minority report. The minority report should identify:

- The source of the disagreement with other panel members, and
- The alternate recommendation and why that applicant has a stronger claim for the position than the applicant(s) recommended by the other panel members.

A minority report is to be provided with this selection report, to the delegate who will make the final decision of selecting the successful applicant(s).

Is a minority report being lodged with this report: ☐ Yes (please attach) ☒ No

When the report is completed, please scan and email it to recruitment@familycourt.gov.au along with the following documents:

- ☒ Schedule of Applicants
- ☒ Interview Questions (Appendix A)
- ☒ Referee Reports (included in report)

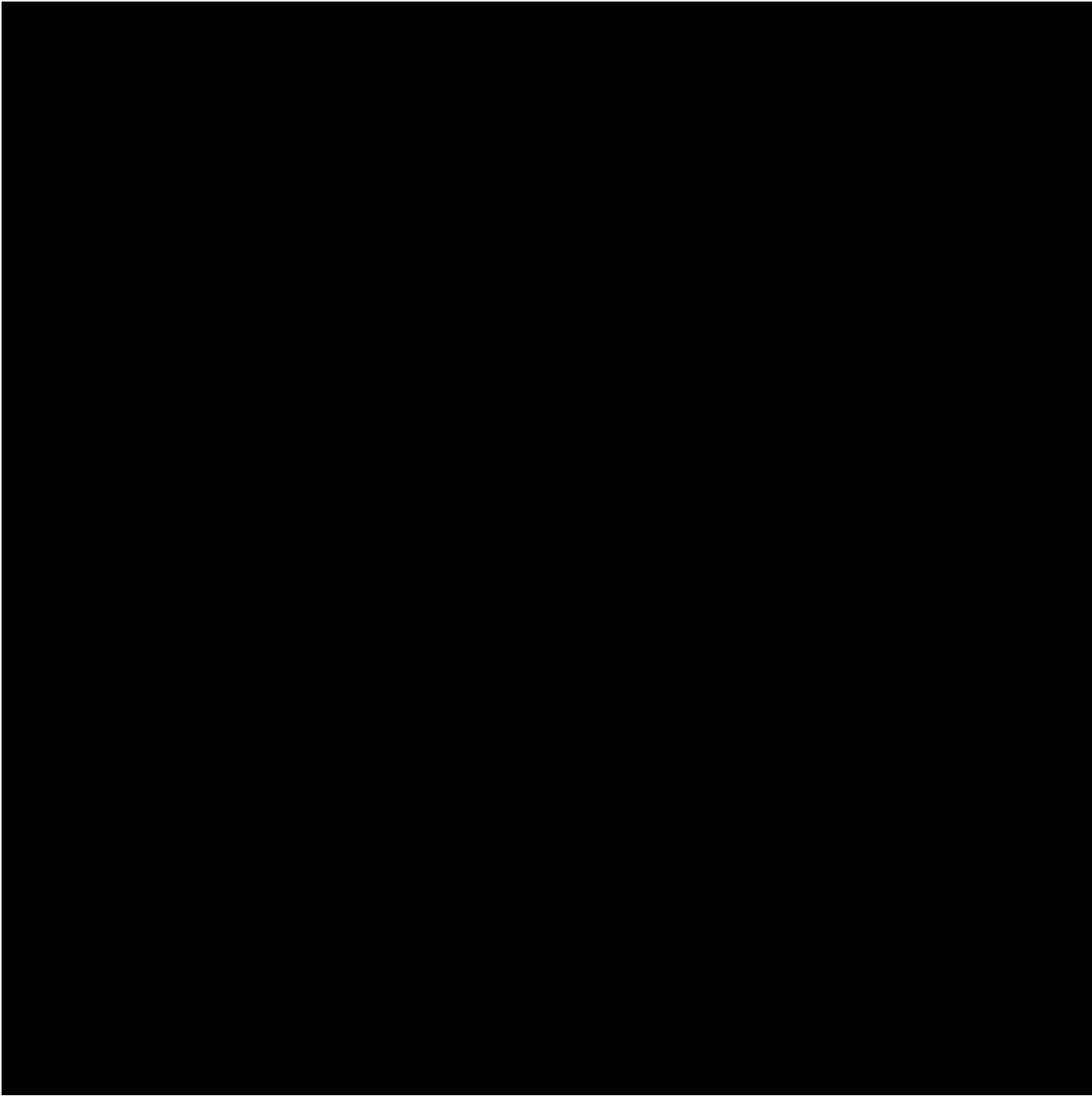
Please note: As long as the above documents are readable, recruitment does not require the original documents.

Delegate

Recommendation endorsed: ☐ Yes ☐ No

Name	Dr Stewart Fenwick	Signature	████████████████████	Date	14.12.2016
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Comments:



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

APPROVALS

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Chairperson

Name

Signature

Date

Panel Member

Name

Signature

Date

13/12/16

Panel Member

Name

Signature

Date

Panel Member

Name

Signature

Date

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Delegate

Recommendation endorsed: ☐ Yes ☐ No

Name

Signature

Date

Comments:

APPROVALS

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Chairperson

Name		Signature		Date	
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Panel Member

Name		Signature		Date	
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Panel Member

Name		Signature		Date	12/12/16
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Panel Member

Name		Signature		Date	
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Delegate

Recommendation endorsed: ☐ Yes ☐ No

Name		Signature		Date	
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Comments:

APPROVALS

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Chairperson

Name		Signature		Date	
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Panel Member

Name		Signature		Date	
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Panel Member

Name		Signature		Date	
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Panel Member

Name		Signature		Date	13/12/16
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Delegate

Recommendation endorsed: ☐ Yes ☐ No

Name		Signature		Date	
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Comments:

