

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Link Worker	JE Ref	G590
Service	Social Work	Band	5
Base	Dumfries and Galloway		
References	Name	Good	Fair
1			
2			

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
SVQ2 in Social Services & Health Care or equivalent	E		Issues and needs which affect adults with a range of support needs and their carers	E	
Other relevant training		D	A range of disabilities e.g. physical disability, Mental Health and complex needs		D
			Issues around confidentiality.	E	
			Resources and interventions.		D
			Assessment and personal planning	E	
			Equal opportunities and all diversity characteristics	E	
2. Experience	Score		5. Personality Factors	Score	
Some experience of paid / unpaid work with people with support needs	E		Diplomacy	E	
Some experience of supporting people with a range of disabilities e.g. physical disability, Mental Health & complex needs	E		Flexible approach to work	E	
(In)formal assessment and recording methods	E		Calm under pressure and remains objective	E	
			Self-motivated	E	
			Dynamic	E	
			Patient	E	
			Sensitive	E	
			Value people	E	

3 Skills and Abilities	Score		6. Other Requirements	Score	
Manage your own performance	E		Full current driving licence and able to travel across a wide geographical area	E	
Written and verbal communication to statutory and care sector standards	E				
Communicate effectively and appropriately with adults with people with a range of support needs	E		Flexible to work some weekends and evenings as required	E	
Work on your own or as part of a team	E				
Use basic IT effectively	E				
Develop and maintain good working relationships	E				
Demonstrate initiative	E				

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate Total Score	

person-specification_2012