PERSON SPECIFICATION and ASSESSMENT FORM

Dumfries & Galloway COUNCIL

Candidate Name		**Post Ref No**	
Post Title	Cleaner	**JE Ref**	G002
Service	Economy and Infrastructure	**Band**	1
Base	Dumfries and Galloway		

References	Name	*Good*	*Fair*	*Poor*
1				
2				

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
1. Education and Training	Score	
Cleaning Training or equivalent		D
2. Experience	Score	
Experience working within cleaning environment		D
3 Skills and Abilities	Score	
Good communication	E	
Administration skills		D
Organisational skills		D
Ability to liaise with external contacts		D

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
4. Knowledge	Score	
Knowledge of using cleaning chemicals	E	
Knowledge of good housekeeping practices		D
H&S at Work		D
5. Personality Factors	Score	
Polite	E	
Approachable	E	
Reliable	E	
Responsible	E	
Willing to work alone and within a team	E	
6. Other Requirements	Score	
Prioritise workloads (flexible)	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