PERSON SPECIFICATION and ASSESSMENT FORM

Dumfries & Galloway Council

Candidate Name		**Post Ref No**	
Post Title	Digital Graduate	**JE Ref**	
Service		**Band**	Scottish Local Government Living Wage
Base			

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

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
1. Education and Training	Score	
A degree in a related subject, which is a minimum 2:1 or above		X
2. Experience	Score	
Producing a high standard of written work	X	
Carrying out research tasks and presenting findings	X	
Working as part of a Team	X	
Undertaking project work	X	
General work experience		X
3 Skills and Abilities	Score	
Ability to communicate effectively (verbal and written)	X	
IT literate (including use of Microsoft Office applications including Word, PowerPoint and Excel)	X	
Organisational skills and ability to manage competing priorities/workload	X	
Problem solving skills		X

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
4. Knowledge	Score	
Awareness of the Public Sector/Local Government environment		X
Understanding of the Service/Department and how it contributes to Council objectives		X
5. Personality Factors	Score	
Committed to personal development	X	
Enthusiastic	X	
Team-player	X	
Proactive	X	
Flexible	X	
6. Other Requirements	Score	
You live in Dumfries & Galloway and graduated with your degree from any institution	X	
And/Or		
You obtained your degree from an institution based within Dumfries & Galloway		
And/Or		
Your secondary education was in Dumfries & Galloway and you graduated with your degree from any institution		
And/Or		

Your parents/immediate family reside in Dumfries & Galloway and you graduated with your degree from any institution.		
Ability to travel to different locations as appropriate		X

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**	