# CANDIDATE SELECTION MATRIX

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template. We recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

Matrix 1 and 2 can be used to evaluate candidates as part of the initial short listing process or after interview, or both.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

# CANDIDATE SELECTION MATRIX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Candidate selection matrix | | | |
| Selection Criteria  [insert rating in space provided for each area] | Candidate name (e.g. Fred Smith) | Candidate name | Candidate name |
| E.g. Account Management Experience | 3 |  |  |
| E.g. Communication Skills | 5 |  |  |
| E.g. Work as part of a team | 4 |  |  |
| E.g. Degree in relevant field | 5 |  |  |
| Total Score (E.g. max. 20) | 17 |  |  |

Rating scale to use above:

|  |  |
| --- | --- |
| Rating Scale | |
| Scale | Descriptions |
| 0 | No evidence.  Could not demonstrate the quality and quantity of behaviour required. |
| 1 | Rarely demonstrated examples of behaviour.  Has significant development needs. |
| 2 | Demonstrates weak examples of behaviour and/or experience.  Does not demonstrate the requirements for the role. Has development needs. |
| 3 | Meets the examples of behaviour and demonstrates the behaviour.  Required for the position. |
| 4 | Meets the examples of behaviour and demonstrates.  Strengths in some areas |
| 5 | Meets the examples of behaviour and demonstrates strengths.  Meets requirements in all/most areas. |