**RECRUITMENT – 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.

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# CANDIDATE SELECTION MATRIX 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| 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. |

# CANDIDATE SELECTION MATRIX 2

**Candidate Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key Selection Criteria (insert below) | No Evidence | Marginal Evidence | Proficient | Exceeds | Outstanding | Score |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| E.g. Management Experience | 1 | 2 | 3 | 4 | 5 | X/5 |
| E.g. Communication Skills | 1 | 2 | 3 | 4 | 5 | X/5 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL SCORE** |  |  |  |  |  | **X/XX** |