



CAPABILITY RATING SCALE

	DESCRIPTION	INDICATORS OF PERFORMANCE
8 – 10	<p><u>Fully competent</u></p> <p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> – would be reliable and responsible; – well developed (sound) job knowledge; – would be able to suggest and initiate improvements; – would be well able to deal with all of the routine and most of the complex matters relating to the position
5 – 7	<p><u>Competent</u></p> <p>The applicant possesses relevant skills, abilities and personal qualities and would be generally effective against this criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <p>reasonable/good knowledge;</p> <ul style="list-style-type: none"> – makes few errors; – generally reliable; – would require guidance for more complex situations; – could carry responsibility but would not seek it; – could deal with all routine matters involving the position
1 – 4	<p><u>Requires Development</u></p> <p>The applicant possesses some skills, abilities and personal qualities relevant to the criterion, but is limited in others.</p> <p>S/he would be able to temporarily perform the duties of the position <u>with close supervision</u>, but would require further training and <u>development to fully carry out the duties associated with the criterion.</u></p>	<p>Would require close supervision to perform at an acceptable level for one or more of the following reasons:</p> <ul style="list-style-type: none"> – only basic/general job knowledge; – could follow directions but would require frequent checking/follow-up; – could deal with most routine matters involving the position; – inconsistency with work performance.
0	<p><u>Unsatisfactory (Below Standard)</u></p> <p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be suitable to perform the duties of the position relevant to this criterion, even on a temporary basis</p>	<p>Would be unable to perform the duties and would require constant supervision for one or more of the following reasons:</p> <ul style="list-style-type: none"> – limited job knowledge; – makes frequent errors; – poor work output; – would have difficulty carrying responsibility or solving problems; – would have difficulty dealing with routine matters involving the position.
N/A	<p><u>Not assessed</u></p> <p>Where you are unable to determine whether the applicant meets the selection criterion.</p>	