

## TEMPLATE S6 - EXAMPLE

For public sector agencies and employees covered by the *South Australian Public Sector Enterprise Agreement: Salaried 2021*

*Instructions: For Yes/No responses double-click on a check box and change the value to 'checked/ticked' to complete.*

**Disclaimer:** *This scenario is fictional and does not depict any actual person or event. Any resemblance to actual persons or actual events is purely coincidental.*

## SUITABILITY ASSESSMENT AND ASSIGNMENT EXAMPLE

The purpose of this form is for an agency to outline a maximum of four essential criteria that an excess employee must address evidence their suitability and, to afford an excess employee the opportunity to respond to the agency's assessment of their suitability.

### SECTION 1

*Case manager of excess employee to complete*

<b>Employee name:</b>	[Insert Name]
<b>Employee classification:</b>	ASO3
<b>Vacancy agency:</b>	SAPOL
<b>Vacancy title:</b>	Office Manager
<b>Vacancy classification:</b>	ASO3
<b>Vacancy manager:</b>	[Insert Name]
<b>Vacancy manager's details:</b>	[Insert Phone Number and E-mail]
<b>Vacancy reason:</b>	Substantive incumbent won new role (resigned)
<b>Vacancy length:</b>	Ongoing
<b>Vacancy request:</b>	[Insert details, e.g. time/date that vacancy contact was asked to place the vacancy on hold]

### SECTION 2: COMPARISON TABLE – ESSENTIAL CRITERIA

***Hiring manager in the agency advertising the vacancy to complete***

ESSENTIAL CRITERIA 1:

Ability to communicate effectively (both orally and in writing) with people at all levels, providing the highest level of customer service.

***Employee to complete providing information on how the essential criteria has been met***

CRITERIA 1:

I have proven ability to interact and communicate effectively with a broad range of people, including team members, colleagues and senior staff, this is demonstrated by my extensive experience in similar roles within the public sector. My approach includes open communication, to be approachable and available to internal and external customers. I apply a high level of

customer service to all my work to ensure I deliver on expectations.

I have experience in producing high quality written documents including emails, reports, correspondence and procedures.

I believe that verbal and written communication are my key strengths.

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**ESSENTIAL CRITERIA 2:**

Demonstrated ability to use initiative and discretion.

**CRITERIA 2:**

As an experienced administrative officer, I use initiative and discretion on a daily basis. In all previous roles, I worked with limited supervision, asked questions to ensure that I had a clear understanding of expectations, key tasks and deliverables, and would work hard to deliver on expectations.

[insert relevant examples]

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**ESSENTIAL CRITERIA 3:**

Demonstrated ability to work under pressure and the capacity to work constructively with others in a team environment to achieve agreed objectives.

**CRITERIA 3:**

I enjoy working as part of a team with common goals and work hard to ensure that I contribute to achieving expected goals. I have experience in working under pressure with competing priorities and tight deadlines. I achieve this by being organised, plan my work based on priorities, use daily task lists, or a work plan, and continually check in with other team members to ensure we are on track. I also understand my abilities and limitations and know when to seek assistance, to re-negotiate a deadline or discuss a situation with my line manager.

[insert relevant examples]

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**ESSENTIAL CRITERIA 4:**

Demonstrated ability to undertake research, preparation of briefs and drafting of documents.

**CRITERIA 4:**

I have extensive experience in undertaking research, including gathering information (or data), finding out about processes or events and drafting a written summary, report or briefing on researched information. I have presented information in a written format, appropriate to the intended audience, that is clearly written, and of high quality.

[insert relevant examples]

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**COMMENT:**

Ability to type proficiently with a high degree of accuracy.

**COMMENT:**

I am a proficient touch typing and have excellent accuracy levels. I also have extensive experience in the MS Office suite of products.

### **SECTION 3: ASSESSMENT OF EMPLOYEE**

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#### **Hiring manager in the agency advertising the vacancy to complete an assessment of the information provided by the employee in Section 2.**

The employee's written responses demonstrated a range of reasonable and appropriate transferrable skills and abilities for the Office Manager role, that were explored further at the suitability meeting.

At the suitability meeting, more in depth questions relating to the key criteria including communication, producing quality work whilst under pressure, undertaking research and writing skills were explored. The employee's responses for most questions were of good quality and were supported with appropriate examples to demonstrate their transferrable skills and experience.

In relation to research, the employee provided a brief response and was unable to provide an example, and therefore was unable to demonstrate skills in this area. However, given the quality of other responses it is felt that the employee will be able to learn this aspect of the role within a reasonable timeframe with support from their supervisor and relevant training.

The employee's referees were contacted and provided positive referee reports confirming the employees background, skills an ability.

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### **SECTION 4: EMPLOYEE RESPONSE TO AGENCY ASSESSMENT**

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Employee to complete (*respond to agency's assessment provided in section 3*)

[Insert details]

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### **SECTION 5: CASE MANAGER ASSESSMENT**

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*To be completed by the case manager to assess the employee's transferable skills, against the required duties of the vacant role and to identify where a skills deficit exists to provide an agreed support and training plan.*

Provide a summary of the employee's transferable skills that were able to meet the requirements of the role.

The employee has extensive experience in administration and demonstrates strong transferrable skills in the areas of written and verbal communication, use of initiative, and ability to work under pressure. The employee also has exceptional computing skills and operational use of the MS suite of products.

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What, if any, requirements of the role are not able to be met by the employee's current skills and abilities?

The employee was unable to demonstrate their skills and experience in research, however, it is felt that this aspect of the role can be learnt on the job with reasonable support and training.

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## SECTION 6: SUPPORT AND TRAINING

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Based on the information provided, what support and training is required for the employee to undertake the duties of the role to a reasonable standard within a reasonable period of time?

The hiring agency will provide support and training in the area of research.

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## SECTION 7: AGREED ACTIONS

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Specific Action/Activity:	By Who	By When
Advise employee of outcome	Case manager	<a href="#">Click here to enter a date.</a>
Negotiate commencement date with hiring manager	Case manager	<a href="#">Click here to enter a date.</a>
Liaise with home agency for release of employee: <ul style="list-style-type: none"><li>• Complete separation certificate (to forward to home agency, to ensure employee is not overpaid)</li><li>• Ensure income maintenance information is provided (if applicable)</li></ul>	Case manager	<a href="#">Click here to enter a date.</a>
Arrange contract of employment (as advertised) <ul style="list-style-type: none"><li>• Send to employee</li><li>• Send copy to case manager</li><li>• Arrange induction and orientation upon commencement</li></ul>	Hiring manager	<a href="#">Click here to enter a date.</a>
List all other actions relevant to situation		

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**SECTION 8: SIGNATORIES**

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Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_

Case manager name: \_\_\_\_\_

Case manager signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_

**SECTION 9: COMPLETION**

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*Case manager of employee to complete (evidence of process and outcome)*

Comments on agency and employee feedback.

[Insert details]

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Is the employee being placed in the vacant role?  Yes  No

If no, has the employee been provided an opportunity to respond to the agency's assessment?

[Insert details]

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***The Redeployment Plan should be reviewed and updated in collaboration with the employee, based on feedback provided following consideration for the vacancy.***