**Candidate Evaluation Summary – SGEU Merit-based (Relatively Equal) Staffing**

**(Level 10 Supervisors and all Level 11-14) *COMPLETED FORM IS FOR EMPLOYER/MINISTRY USE ONLY***

|  |  |  |  |
| --- | --- | --- | --- |
| **Competition Number:** |  | **Hiring Manager/Supervisor:** |  |
| **Job Title:** |  | **Other Panel Member(s):** |  |
| **Job/Grade:** |  | **Union Rep:** |  |
| **Ministry/Agency:** |  | **Interview Date(s):** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating Scale:** | | | | | |
| **0 = Does Not Meet Requirement (Not Qualified) 1-2 = Meets Requirement** | | | | | |
| **3-4 = Above Average 5-6 = Significantly Exceeds Requirement** | | | | | |
| **Competency Requirements:** | | **Candidate Names** | | | |
|  |  |  |  |
|  | **Include Seniority Date (if applicable)** |  |  |  |  |
| **1** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **2** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **3** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **4** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **5** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **6** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **7** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **8** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **9** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **10** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **11** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **12** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **13** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **14** | Enter “Bring” competency here i.e.) knowledge, skill or personal attribute |  |  |  |  |
| **Total Score** | |  |  |  |  |

Following interview/assessment(s), indicate your interim scores. Check to see if any of your qualified candidates have seniority. If “Yes,” calculate the **“Relatively equal” score =** **X .90 =** to determine if they have a score that is relatively equal to the top score (i.e. within 10% of top score).

High Score

* **Reference Checks:** **1)** If the highest scoring qualified candidate is the most senior, conduct checks on them **2)** If there is nobody qualified with seniority, do checks on the top candidate(s) **3)** If there is at least one qualified senior candidate with a score that is relatively equal, check references on the most senior
* Based on reference results finalize the scores above, if required.
* **Selection:** **1)** If the candidate with the highest score is also the most senior, he/she is selected. **2)** If there is no qualified candidate with seniority, selection is done on the basis of merit. **3)** If the candidate with the highest score is not the most senior, but is “relatively equal,” he/she is selected. (i.e. “relatively equal” means within 10% of the highest score). See [Taskroom](https://taskroom.saskatchewan.ca/manager-resources/hiring-employees/assess-candidates) for assistance.