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| **JOB MATCHING FORM** |  |

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| --- | --- |
| Employee Name:       | Payroll Number:       |
| **Current**  *Job Title:*  | **Match to** *Job Title:*  |
| *Job ID:*  | *Job ID:*  |
| *Grade:*  | *Grade:*  |

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| **Combined Scores** | **Decision** |
| Both Principal Accountabilities and Knowledge &Experience criteria >/= 75% | Match to New Post       |
| Combined Principal Accountabilities and Knowledge & Experience criteria >/75 with at least one criteria being over 75% | Consider given to matching to new posts       |
| Both Principal Accountabilities and Knowledge &Experience criteria < 75% | Not matched to New Post       |

**SUMMARY OVERALL MATCH**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **%** |  | **%** | **OVERALL % Match** | **Decision** |
| **% Match****Section 1** |       | **% Match****Section 2** |       | Score for Section 1 + Score for Section 2 divided by 2 = %Gives overall percentage match |       |
| **Scoring Criteria** |  |  |
| 0 points,  | =the specific accountability is not in the current job description There is no evidence of them carrying out the role |       |
| 1 point  | = the accountability/skill/knowledge is in the current job description but there is limited current evidence of work undertaken which matches that descriptor.  |       |
| 2 points  | = the accountability is in the current job description and the evidence provided fully meets the work expected under that descriptor. The current appraisal paperwork can be used to establish the objectives and competencies but ratings and evidence to support the ratings cannot be taken into account in the absence of an up to date Job Description. The post holder can also provide examples of current projects and current job activity as evidence. |       |
| **Section 1****Job matching Criteria****Most Important Principal Accountabilities –**  | Managers Rationale | Score | Employee Rationale | Score |  |
| 1 |       |  |  |  |  |
| 2 |       |       |       |       |       |
| 3 |       |       |       |       |       |
| 4 |       |       |       |       |       |
| 5 |       |       |       |       |       |
| 6 |       |       |       |       |       |
|  | SECTION 1:TOTAL SCORE shown as % **(Actual score / max potential score x 100)** |       |       |       |       |
| **SECTION 2** **Job matching criteria Knowledge & Experience from person spec Requirements** |  |  |  |  |  |
| 1 |       |       |       |       |       |
| 2 |       |       |       |       |       |
| 3 |       |       |       |       |       |
| 4 |       |       |       |       |       |
| 5 |       |       |       |       |       |
| 6 |       |       |       |       |       |
|  | SECTION 2: TOTAL SCORE shown as % **(Actual score / max potential score x 100)** |       |       |  |       |

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| **Manager Comments:**  |
| Line Manager Signature:       | Line Manger Print Name:       |
| Date Completed:       |  |

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| **Post holder Comments:**  |
| Employee Signature:       |  |
| **Appeal Stage Only****Independent Managers Comments** |
| Independent Manager Signature:       | Independent Manager Print Name:       |
| Date Completed:       |  |