

# THE SELECTION PROCESS

- Before the selection interview
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- The Selection Board's report
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## *Before the selection interview*

- The Selection Board checks the list of all applicants. This should form part of the Board's final report.
- Each member of the Board should sign Form PSC no. 6, declaring:
  - I am not related to any candidate by consanguinity or affinity to the fourth degree inclusive;
  - I am not the tutor or curator of any candidate in terms of the Civil Code;
  - My non-work-related activities ... do not place me in a conflict of interest as Chairperson/Member of the Board;
  - I am aware that the whole process is confidential ...

# *Before the selection interview*

## **Consanguinity or affinity relationships**

- Consanguinity refers to one's own relatives
- Affinity refers to relatives of one's spouse or partner

<b>DEGREE</b>				
<b>First</b>	Husband/Wife	Son/Daughter	Father/Mother	Brother/Sister
<b>Second</b>		Grandson Granddaughter	Grandparents	Nephew/Niece
<b>Third</b>			Uncle/Aunt	
<b>Fourth</b>			Cousin	

## *Before the selection interview*

### **Other conflicts of interest**

- “Tutor or curator of any candidate in terms of the Civil Code” refers to the assignment by a Court of a legal guardianship role with respect to a child.
- Lecturing candidates, acting as dissertation supervisor etc. does not give rise to a conflict of interest.
- A Selection Board member is not in a conflict of interest if any of the candidates are under his/her supervision at work.

## *Before the selection interview*

### **Determining eligibility**

- The Board is responsible for determining whether or not candidates are eligible for the post.
- This should be done in **strict compliance** with the eligibility criteria as published in the call for applications.
- The Selection Board has no authority to deviate from or make exceptions to the eligibility requirements.
- Any cases of doubt should be referred to the PSC for a ruling.

## *Before the selection interview*

### **Determining eligibility**

- Applicants who are found to be ineligible should be so informed in writing by the Selection Board, and given the reasons for their ineligibility.
- Only eligible applicants are to be interviewed.
- Selection Board members should sign Form PSC no. 7, stating “I hereby confirm that the successful applicants ... were eligible for the post”.

## *Before the selection interview*

### **Selection criteria and sub-criteria**

- All members of the Board should arrive at a common understanding of the selection criteria and how marks will be awarded under each criterion.
- The Board should split each criterion into sub-criteria and allocate marks to each sub-criterion.
- Sub-criteria serve to define each criterion and to indicate on what basis marks will be awarded.
- The sub-criteria should be notified to the PSC before interviews start.

## *During the selection interview*

### **During the interview**

- The interviewing process should be structured to ensure that it addresses all the criteria and sub-criteria.
- A set of questions may be prepared beforehand and the role of each Board member be established.
- During the interview:
  - Each candidate's identity, age and nationality are to be checked against his/her identity card or other relevant document;
  - documents presented with the application should be checked against the originals.

## *During the selection interview*

### **Supplementary selection mechanisms**

- Selection Boards are encouraged to supplement the interview with other selection mechanisms, such as office skills tests or multiple choice questions.
- Supplementary selection mechanisms can help the Board to better assess candidates against the selection criteria and sub-criteria.
- PSC approval should be obtained prior to the use of supplementary selection mechanisms.
- Supplementary selection mechanisms should not be passing/failing in their own right unless this is stated in the call for applications.

# *The Selection Board's report*

## **Matters to be included in the report**

- The report should be sent to the Executive Secretary, PSC, with a copy to the Head of Department.
- The report should give the total number of applicants, indicating:
  - How many were found ineligible (certifying that they were so notified by registered mail);
  - How many (if any) withdrew their application or failed to attend the interview;
  - A statement that ... [number] applicants were considered eligible and were notified by registered mail of their interview date and venue.

# *The Selection Board's report*

## **Matters to be included in the report**

- The report should include a statement about those candidates who were interviewed, e.g.
  - “All the interviewed applicants obtained a pass mark. Marks obtained are indicated in the breakdown of marks and in the result sheet attached to this report.” ... OR ...
  - “Out of the [number] applicants who were interviewed, [number] failed to obtain a pass mark and the remaining [number] applicants obtained a pass mark. Marks obtained are indicated in the breakdown of marks and in the result sheet attached to this report.”

# *The Selection Board's report*

## **Matters to be included in the report**

- Documents to be attached to the report:
  - the signed declaration forms;
  - a list of all applicants;
  - a statement setting out the sub-criteria and weightings set by the Selection Board;
  - an assessment sheet setting out the marks allotted to each candidate under each criterion and sub-criterion;
  - two copies of the result sheet (order of merit), each signed by the Board members;
  - copies of letter/s of withdrawal from candidates (if applicable).

# The Selection Board's report

## The assessment sheet

POST/POSITION OF ... IN THE MINISTRY/DEPARTMENT OF ...

Call for applications published in ... on ...

Maximum Mark: ...

Pass Mark: ...

Appl No.	Name	ID No.	Qualif. 30marks		Experience 30marks		Rel. Kn. 30 marks		Personality 10 marks		Total	Remarks
			SubCr	T	SubCr	T	SubCr	T	SubCr	T		

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

# The Selection Board's report

## The result sheet

### POST/POSITION OF ... IN THE MINISTRY/DEPARTMENT OF ...

Call for applications published in ... on ...

Ref No. PSC ...  
MPO ...  
DEPT ...

Maximum Mark: 100  
Pass Mark: 50

Appl No.	Name	ID No.	Mark	Order of Merit
3	Jane ...	xxxxx M	82	1
1	Paul ...	xxxxx G	76	2
4	Maria ...	xxxxx M	63	3
2		xxxxx M	42	—

- Names should be listed in the sequence of their order of merit
- In case of failures insert only ID No. and mark obtained

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

## *Final points*

- Ties should be avoided if possible.
- The marking range may be increased as follows:
  - Where the number of applicants is more than 26, the range of marks should be 0 to 200
  - Where the number of applicants is more than 50, the range of marks should be 0 to 300
  - Should the Selection Board feel that a further increase in the marking range be necessary, it should seek the approval of the PSC.
- The award of fractions of a mark in the final result is not allowed.

## *Final points*

### **Establishing the order of merit of tied candidates**

- In the case of public officers, go by:
  - Who has the highest salary scale; or
  - Who has the earliest date of appointment (if same scale).
- If one candidate is a serving public officer and the other is not, the serving officer takes precedence.
- In the case of non-public officers, go by date of birth.
- See section 1.3.9 of the Public Service Management Code.

## *Final points*

- Cases as those resulting in ties, or where the difference in ranking order is that of one/two marks, or borderline failures, require specific scrutiny. Selection Boards should exercise this scrutiny before finalising the marks and completing their report.
- Selection Board members should keep notes and workings relating to the selection process.
- Board members should be in a position to submit views to the Commission on any eventual petitions.
- Specimen forms may be downloaded from <http://www.mpo.gov.mt/downloads.html>.