



THE SELECTION PROCESS

- **Before the selection interview**
- **During the selection interview**
- **The Selection Board's report**
- **Some remarks**

DURING THE PRELIMINARY MEETING OF THE SELECTION BOARD

- The Selection Board checks the list of all applicants. This list shall form part of the Board's report.
- Before starting the selection process, each member of the Board should sign **the declaration form**:
 - 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;
 - Non of the candidates has been under my tuition for the last 12 months;
 - My appointment on the Selection Board does not give rise to conflict of interest.....
 - I am aware that the whole process is of a confidential nature.....



THE SELECTION PROCESS

ABOUT THE DECLARATION FORM

**Consanguinity or affinity relationship
between the Selection Board member and the candidate**

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

DURING THE PRELIMINARY MEETING OF THE SELECTION BOARD

- It is important that, prior to the commencement of the interviews, all members of the Board have a common understanding of the criteria and how they should be interpreted.
- The Board should split the criteria approved by the PSC into **sub-criteria** - preferably every approved criterion and definitely for the following criteria: Related Knowledge, Qualifications and Related Experience.
- The marks given under sub-criteria should also be indicated in the report of the Selection Board.
- Once approved, sub-criteria are to be observed scrupulously throughout the selection exercise.

BEFORE HOLDING THE INTERVIEWS

- The Board should establish eligibility of applicants or otherwise. This should be done in **strict** compliance with the eligibility criteria published in the call for applications.
- Difficulties regarding comparability of qualifications should be sorted out with the Malta Qualifications Recognition Information Centre.
- Applicants who are found to be ineligible should be informed in writing by the Selection Board, giving reason/s for ineligibility.
- Only eligible applicants are to be interviewed.



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THE SELECTION INTERVIEW

- In the interest of openness and consistency, it is highly recommended that the interviewing process is structured.
- A set of questions may be prepared beforehand and the role of each Board member be established.
- During the interview:
 - the identity, age and nationality are to be checked against the identity card or other relevant document;
 - documents presented with the application should be checked against the originals.



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THE SELECTION BOARD'S REPORT

The Selection Board should submit the report direct to the PSC and a copy to the Head of Department.

Important elements in the report:

- Reference numbers: PSC and DEPARTMENT
- **“Personal and Confidential”** on top
- Date and addressee (*Secretary, PSC*)
- Title (e.g. Posts of Teacher – Mathematics)
- Total number of applicants indicating:
 - How many were found ineligible (certifying that they had been notified by registered mail;
 - How many (*if any*) withdrew the application or failed to attend the interview;
 - A statement stating that (*number*) applicants were considered eligible and were notified by registered mail of their interview date and venue.



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Other important elements in the Selection Board's report

- A statement about the sub-criteria used by the Selection Board throughout the process -
e.g. “ *(number)* eligible applicants attended for the interview and were assessed according to the criteria and weightings approved by the PSC. The prescribed sub-criteria and the corresponding marks allotted for each approved criterion were as follows:
 - **Approved criterion 1** - 25% (*weighting approved by PSC*)
 - Sub-criterion A – 15 % } **marks set by Selection Board**
 - Sub-criterion B – 10% }
 - **Approved criterion 2** - 30% (*weighting approved by PSC*)
 - Sub-criterion A – 15 % }
 - Sub-criterion B – 10% } **marks set by Selection Board**
 - Sub-criterion C – 5% }
 - **Etc.....** + *state when the interviews were held*



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Other important elements in the Selection Board's report

- 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.
- Documents to be attached to the Boards' report:
 - Assessment Sheet containing the list of applicants and the breakdown of the marks obtained by each applicant. (*signed by Board members*)
 - Result Sheet (*in triplicate and signed by Board members*)
 - Declaration forms duly signed by each Board member
- The Selection Board's report should be signed.



**Public Service
Commission**

THE SELECTION PROCESS

THE ASSESSMENT SHEET

POST/S OF IN THE DIVISION/DEPT.....

Call for application 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 PROCESS

THE RESULT SHEET

POST/S OF IN THE DIVISION/DEPT.....

Call for application published in..... on.....

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

Maximum Mark:.....
Pass Mark:

Appl No.	Name	ID No.	Mark	Order of Merit
4	John	xxxxx M	82	1
1	Paul	xxxxx G	76	2
2	Peter	xxxxx M	63	3
3		xxxxx M	37	-

- 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

SOME FINAL REMARKS

- Ties are only to be allowed in exceptional circumstances.
- In calls for applications in which the number of applicants is large, the Selection Board may seek the Commission's approval to increase the marking range.
- The award of fractions of a mark in the final result is not allowed.
- In order to establish the order of merit amongst candidates obtaining the same marks, Selection Boards are to be guided by the provisions set in section 1.3.10 of the Public Service Management Code.
- 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 are asked to exercise this scrutiny prior to coming to a final decision about marks and before forwarding their report to the Commission.
- Further information and specimen forms may be downloaded from webpage <http://www.mpo.gov.mt/downloads.html>