



THE SELECTION PROCESS

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



THE SELECTION PROCESS

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;
 - None 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	



THE SELECTION PROCESS

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 set sub-criteria for every criterion approved by the PSC and determine the weighting of each sub-criterion. The sub-criteria and relative weightings decided on by the Board are to be immediately submitted to the Commission, before the commencement of the interviews.



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- Insofar as the criterion ‘Qualifications’, or ‘Related Qualifications’ or ‘Relevant Qualifications’ is concerned, no marks are to be awarded for qualifications which are a pre-requisite for the post or position as indicated in the relevant call for applications.
- However, in such cases, marks may be awarded for the ranking obtained in the relative degree or other qualification. However, marks given for ranking should not exceed 25% of the total mark for the criterion approved by the Commission.

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.



THE SELECTION PROCESS

SELECTION PROCESSES THAT INCLUDE A TRADE OR PRACTICAL TEST

- If the selection process includes a Trade or Practical Test, the Result Sheets must show separately the marks obtained by each candidate in respect of the Trade/Practical Test and the Interview as well as the overall total.
- The condition set that: "candidates must obtain at least 50% of the marks allocated for the Trade/Practical Test in order to qualify for the interview." is to appear on the Result Sheets.
- Applicants are also to be informed verbally that only those successful in the Trade/Practical Test qualify for the Interview.



THE SELECTION PROCESS

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.



THE SELECTION PROCESS

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 (*Executive Secretary, PSC*)
- Title (e.g. Posts of)
- 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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THE SELECTION BOARD'S REPORT

**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...**

The Board should indicate the date/s when the interviews were held.



THE SELECTION PROCESS

THE SELECTION BOARD'S REPORT

**Other
important
points
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. The sub-total of each criterion should be also included. *(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



THE SELECTION PROCESS

THE RESULT SHEET

- In those selection processes that included a Trade or Practical Test, the Result Sheets must show separately the marks obtained by each candidate in respect of the Trade/Practical Test and the Interview as well as the overall total.

Appl No.	Name	ID No.	Trade Test Max: 40	Interview Max:60	Total mark	Order of Merit
4	John	xxxxx M	35	47	82	1
1	Paul	xxxxx G	32	44	76	2
2		xxxxx M	25	20	45	F
3		xxxxx M	16	-	16	F

- 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 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. Selection Boards are reminded that;
 - the award of fractions of a mark in the final result is not allowed;
 - ties are only to be allowed in exceptional circumstances.

SOME FINAL REMARKS

- In order to avoid ties as much as possible, the Selection Board, while retaining the approved selection criteria in the same proportion as that approved by the Commission, should automatically increase the marking range as follows:
 - where the number of applicants is up and including 25 applicants the range of marks should be 0 to 100;
 - where the number of applicants is between 26 and 50, the range of marks is to be 0 to 200;
 - where the number of applicants is over 50, the marking range is to be 0 to 300.
- The range of marks could be increased further but with the prior approval of the Commission.

SOME FINAL REMARKS

- Cases such as those resulting in ties; or where the difference in ranking order is that of one/two marks, **especially where the difference is in selection criteria that are subjective in nature and in particular where ‘Personality’ is involved**; 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. **Selection Boards are reminded that they should keep notes and workings related to the selection process. Selection Boards should be in a position to comment on any points made by applicants in eventual petitions to the PSC.**

SOME FINAL REMARKS

- Further assistance or clarifications could be sought from the Executive Secretary of the Public Service Commission. The Commission's e-mail address is: psc@gov.mt
- Further information and specimen forms may be downloaded from webpage <http://www.mpo.gov.mt/downloads.html>