

Important decisions in my life

Who to shortlist for the job

Who to offer the job to

How I must be involved

- Show me the one-page profiles for each person who has applied
- Let me know what skills we are looking for
- Let me tell you which people I think best match the job

- I must meet the people who have been shortlisted
- I will sit on interview panel and ask my questions if I feel comfortable
- I will take part in an activity with the people who have been shortlisted
- I will tell the team-leader how well I thought each person was matched to the job in skills and personality

Who makes the final decision?

Team leader

Team leader

Person who uses the service

What would it take for me to have more control in my life?

Important decisions in my life

Who to shortlist for the job

Who to offer the job to

How I must be involved

- I have read the one-page profiles for each candidate
- I have read the matching tool, job description and person specification
- I will feedback to the team-leader how well candidates meet the criteria

- I will sit on interview panel and ask questions that I've been allocated and follow up to get more information if necessary
- I will observe each candidate in an activity with someone who uses the service
- I will feedback to the team-leader how well I thought each person was matched to the person specification using our assessment matrix

Who makes the final decision?

Team leader

Team leader

Member of the team

What would it take for me to have more control in my life?

Important decisions in my life

Who to shortlist for the job

Who to offer the job to

Team-Leader

How I must be involved

- I will have read the one-page profiles for each candidate
- I will have read the matching tool, job description and person specification
- I will gather feedback from the other panel members on how well candidates meet criteria and ask for evidence
- I will check professional registration
- I will get references

- I will sit in on interview panel and ask questions that I've been allocated and follow up to get more information if necessary

What would you

- I will observe each candidate in an activity with someone who uses the service
- I will gather feedback from the other panel members and lead the discussion about who is best suited to the role

Who makes the final decision?

Me

Me

life?

