

Assessment Method vs Capability Group Matrix - GUIDE ONLY

	Personal Attributes	Relationships	Results	Business Enablers	People management	Occupation Specific
Resume/Cover Letter (e.g. Qualifications/ Experience or Achievements)	-	All	All	All	All	All
Cognitive Ability Tests (Verbal, Numerical or Abstract reasoning)	-	Communicate effectively	Think and solve problems	Finance	All	Specific assessment/s selected based on type of role
Personality Profiling/ Questionnaires (validated at interview)	All	All	All	Finance	All	Specific assessment/s selected based on type of role
Assessment Centres Exercises: Group Assessments/ Role Plays	All	All	All	All	All	Tailored assessments for the specific role
Assessment Centre Exercises: Individual Assessments e.g. In-tray exercises, work samples	Act with Integrity, Manage Self	Communicate effectively, Influence and negotiate	Plan and Prioritise, Think and solve problems	All	Optimise business outcomes	Tailored assessments for the specific role
Behavioural Based Capability Interview	All	All	All	All	All	All
Technical Skill Assessment	-	-	-	Finance, Technology, Procurement and Contract Management	-	Tailored assessments for the specific role
Development Centre Activities	All	All	All	All Capabilities via Tailored assessments	All	Tailored assessments for the specific role
Reference Checks*	<p>Reference checks are used to confirm and cross check information gathered from capability based selection methods and to clarify any concerns raised during the selection process. Reference checks can be used to confirm the capability assessment results if you ask respondents for actual examples of behaviour.</p> <p>Although the standard form of reference checking is to seek information from 2 of the candidate's direct supervisors, it is best practice to use a 360 degree reference check. This means conducting referee checks not only with supervisors but with direct reports, peers, and stakeholders who have regular contact with the candidate, ideally 2 from each category. To obtain valid results, it is important to select referees who have good knowledge of the candidate but will provide an objective assessment of their capabilities.</p>					

* Disclaimer: In addition to considering capabilities the candidate brings to the role; the resume, interview and reference check methods should be used to give consideration to the candidate's comparable and related previous work experience. Please note that the review of the initial application and resume and the reference checks are not capability based assessments (as referred to in the GSE Rules 2014, Part 3).