

OFFICE OF THE STATE SERVICE COMMISSIONER

POST-SELECTION FEEDBACK GUIDELINES

This office regards effective post-selection feedback as an important phase of the selection process. In our experience, effective post-selection feedback together with an open selection process minimises the need for employees to seek recourse through lodgement of a request for review of the selection decision.

The following aspects may be covered:-

- Why the successful applicant was preferred.
- Reasons for the non-selection of the unsuccessful applicant.
- Strengths.
- Weaknesses.
- Planned action
 - to increase competence
 - to increase effectiveness
- A copy of the selection report for the unsuccessful applicant should be provided.

In circumstances where an unsuccessful applicant indicates that they are considering the submission of a application for merit review of the selection decision, it is strongly recommended that this person be given controlled access to the following additional documentation:-

- The selection report for the nominee.
- The relevant information from the nominee's application.

Firstly, this is recommended so that the unsuccessful applicant is able to make an informed decision on whether to proceed with an application for review. Secondly, if they decide to proceed, it enables them to lodge a proper comparative statement based on objective evidence from the selection process (as required by this office). This facilitates the initial assessment of the review on documentation. Agencies would be aware that, in the event of a review hearing, all parties have access to this information.

Following lodgement of a request for review, the nominee should be given access to similar documentation relating to the review applicant so that they can prepare their nominee appeal statement as required by this office.