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|  | Conversion of S150 contract officer for appointment to the SES |  |
|  | Checklist |  |

# S155 Contract officer details

Name:

Role:

Department:

1. S150 role classification level

How was the classification level determined for the s150 contract role?

1. JEMS evaluation
2. Market comparison
3. Benchmarking against similar roles
4. Other – (please specify below)

# S150 officer remuneration level

How was the officer’s pay point on appointment determined?

1. Set at the minimum for the determined classification / work value level
2. Set above the minimum for the determined classification / work value level. If so, reason:

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1. Set outside the determined classification / work value level. If so, reason:  
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Recruitment activity

1. Smart Jobs On-Line
2. Gazette
3. Newspapers
4. Closed recruitment process
5. Individual officer offered the job
6. Not advertised

# Selection activity

Is there a report or memorandum that describes the selection/ appointment decision attached? yes / no (If “yes” please attach and go to next section)

1. Was a merit selection/assessment process conducted? yes / no
2. Composition of selection panel:
   * At least one member external to Ministerial Portfolio yes / no
   * PSC representative appointed Yes / no
3. Were referee checks conducted prior to appointment? yes / no

# Officer details for SES conversion

1. Was the officer a former SES officer? yes / no
2. What was the officer’s substantive classification level? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Has the officer completed a performance agreement and performance assessments for a period exceeding one (1) year? Yes / no (If “yes” please submit copy of last Performance Agreement/Assessment.)
4. Length of experience in current s150 contract role? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Has a criminal history check been conducted? yes / no (If “yes” please provide details of outcome)
6. How has officer demonstrated merit for SES appointment? Please provide information below.  
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# Contact officer

### Name:

### Telephone:

### Signature:

Please submit to the Public Sector Commission with supporting documentation and a completed Form B – Senior Executive Nomination – Non-advertised Vacancy