

Scottish Government
Public Appointments
Scoring Guidance for Selection Panels

Very Poor or No Evidence

Where an applicant does not mention a competency/skill criteria at all or deals with it only in passing. An example being providing a one sentence statement e.g. "I possess excellent communication skills" with no elaboration.

Poor or Little Evidence

Insufficient evidence or information is provided. Applicants may deal with the skill but provide either no firm evidence or examples, or they provide no depth to show how they applied it in practice e.g. "I have to organise meetings on a regular basis, and I would obviously not be able to do this without exceptional organisational and planning skills".

Acceptable Evidence

Sufficient information is provided to give the panel a good grasp of the applicant's skills. The applicant should explain what actions they took, and how they applied the competency/skill, backed up by relevant examples(s) or evidence, ideally with an indicator of success.

Good Evidence

Building on the above but with more breadth and depth to the information and evidence provided. The panel should be left in no doubt that the applicant possesses and uses the competency/skill. There should be a quality to the evidence that shows variety in the application of the competency/skill and some sophistication in their approach.

Exceptional Evidence

As above but covering all aspects of the competency/skill, along with more detailed example(s) that are very relevant and demonstrate real depth, breadth and sophistication in their approach.