

**From:** Social Security Inbox <[scottishgovernment+email+7qen-d1c499a069@talent.icims.eu](mailto:scottishgovernment+email+7qen-d1c499a069@talent.icims.eu)>

**Sent:** Wednesday, June 19, 2024 3:54 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** Sift Report - Approved - 2024-8906 Strategic Resourcing Support

Dear [REDACTED]

Thank you for sending your sift report and interview and assessment information.

All candidates have been notified of the outcome.

9 Successful candidates have been emailed the date and time of their interview and assessment.

Panel members have received an Outlook invitation for each interview . Invitations to interview have the candidate's name populated.

**Please advise panel members to change this invitation to a private appointment when received.**

You are required to complete the following documents for your interview/assessments:

- **The Panel Assessment Report** - This should be completed by the panel chair and should reflect the consensus of the selection panel - remember what is written on this report can be audited to justify scoring.
- Our **Hiring Manager - Interview Scoring Guide** will provide you with guidance on interview and assessment scoring.
- **Candidate Rating Sheet** (One per candidate) - Please share this candidate rating sheet with panel members. The candidate rating sheet should contain evidence gathered throughout interview and assessment. One candidate rating sheet should be completed for each individual candidate and retained for feedback. Feedback may be provided within 15 working days of notifying the candidates of the outcome. After 15 working days feedback can be deleted. Please use robust feedback as this can be used by the candidate for future applications.

After the interviews and assessments are concluded please return the completed Panel Assessment Report to [recruitment@socialsecurity.gov.scot](mailto:recruitment@socialsecurity.gov.scot)

**Please do not release any results;** we will do this on your behalf once we have reviewed the Panel Assessment Report.

Should you have any queries, please contact your Resourcing Consultant.

Yours Sincerely,

Resourcing Team



Social Security Scotland

Tèarainteachd Shòisealta Alba

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