**Independent Assessor Feedback Form**

To be completed by Independent Assessor and returned to CPA NI upon completion of Final Ministerial Submission.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |       | **DEPARTMENT:** |       |
| **COMPETITION:** |       |
| **CHAIR OF PANEL:** |       | **COMPLETION DATE:** |       |

Please consider the following questions and indicate whether you agree or disagree. Please use the comment section at the end of the form to elaborate on your answers and provide any additional information you think relevant. We are particularly interested in your observations on good and bad practice.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agree** | **Disagree** | **Not Applicable** |
| 1. Were you offered an opportunity to comment on the: |
| * Role Specification?
 | [ ]  | [ ]  | [ ]  |
| * Person Specification?
 | [ ]  | [ ]  | [ ]  |
| * Timetable?
 | [ ]  | [ ]  | [ ]  |
| * Information Pack?
 | [ ]  | [ ]  | [ ]  |
| * Planned Publicity?
 | [ ]  | [ ]  | [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agree** | **Disagree** | **Not Applicable** |
| 2. Was a skills audit carried out at the outset of the process? | [ ]  | [ ]  | [ ]  |
| 3. Did the content of the information pack and the contents and location of publicity reflect the principles of the Code? | [ ]  | [ ]  | [ ]  |
| 4. Were you appropriately involved in the short-listing of applicants?  | [ ]  | [ ]  | [ ]  |
| 5. Did the Panel members prepare for and conduct the interviews equitably and efficiently? | [ ]  | [ ]  | [ ]  |
| 6. Were the processes followed proportionate and adequate to the competition? | [ ]  | [ ]  | [ ]  |
| 7. Was your contribution recognised, and were your opinions taken on board? | [ ]  | [ ]  | [ ]  |
| 8. If there was a breach, or potential breach of the Code, was it resolved effectively?*(Please give details below)* | [ ]  | [ ]  | [ ]  |
| 9. Throughout the process, did the Department explore the diversity issue and take effective action? | [ ]  | [ ]  | [ ]  |
| If you have disagreed with any of the statements above, or have additional comments on any aspect of the competition, please include them here: |
|       |
| Signature:       Date:       |