|  |  |
| --- | --- |
| **Name** |  |
| **Current Post Title & Grade** |  |
| **Assessed Assimilation Post Title & Grade** |  |
| **Directorate** |  |
| **Service Review** |  |
| **Line Manager** |  |

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| **Assessment Assimilation** |
| The process requests you to identify the key overall areas of match between your **current post specification** and the **new post specification**. You will need to complete this form to evidence the match.  You should compare your current post specification against the new post specification you wish to be assimilated to and clearly document the match in the columns below. The evidence provided must be from your current role and you must not use evidence and/or experience from previous roles.  If your current post specification does not accurately reflect your current duties you will need to clearly state this on the form and include the details of the duties you carry out in order to provide the evidence of the match. This must be agreed with your line manager.  If a match of 75% or more is confirmed, an assessment method will be used to complete the assessed assimilation process and provide a final outcome. Assessment methods may include discussion based assessment, observation, skills test or selection interview where appropriate.  If you have been successful through the assessed assimilation and it is identified that there are more people than posts, then a competitive process would also be required to complete the assimilation process. |

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| **Assessed Assimilation Criteria** | **Current Post Specification Evidence** | **Assessed Post Specification Evidence** | **Optional Additional Supporting Evidence** |
| Must score 75% or more against the criteria outlined below (in total) | | | |
| **Purpose of the post** | Extract from Post Specification | *Extract from Post Specification* |  |
| **Key Job Specific Accountabilities** |  |  |  |
| **Key Facts and Figures of the post**  **Budget Responsibilities** |  |  |  |
| **Key Facts and Figures of the post**  **Staff Management Responsibilities** |  |  |  |
| **Post Specific – Qualifications** |  |  |  |
| **Post Specific –Knowledge, Experience and Expertise** |  |  |  |
| **Overall job scope – is the scope of the job and range of functions/services the same** |  |  |  |
| *Date* |  | | |
| Signature |  | | |

**Summary and Rationale – For manager use only**

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| --- | --- | --- |
| **Assimilation Criteria** | **Rationale** | **Meets criteria?**  **Score**  **0 = No 1 = Partially**  **2 = Yes** |
| **Purpose of the post** |  |  |
| **Key Job Specific Accountabilities** |  |  |
| **Key facts and figures of the post**  **Budget Responsibilities** |  |  |
| **Key facts and figures of the post**  **Staff Management Responsibilities** |  |  |
| **Post Specific – Qualifications** |  |  |
| **Post Specific – Knowledge, Experience and Expertise** |  |  |
| **Overall job scope – is the scope of the job and range of functions/services the same** |  |  |
|  | **Final outcome** | **/ 12** |

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| **Final Outcome** |
|  |
| **75 % match or more?**  ***Yes / No*** |
| **Assessed Assimilation manager signature** |
| **Manager verified signature** |
| **Date** |