

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Audiologist

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information





Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
 Aspire	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 Respect	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 Enable	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	BAAT I & II, BTEC MPPM or equivalent, BSc or MSc	3	Application form / Interview
	European Computer Drivers Licence or equivalent	2	
EXPERIENCE eg Breadth of occupational experience	Assessment, fitting & verification of hearing aids in Adults.	3	Application/Interview
	Assessment, fitting & verification of digital hearing aids.	3	Application/Interview
	Undertakes vestibular & electrophysiological assessment and act appropriately on findings.	2	Application/Interview/ Test
	Undertakes non routine audiometric testing – OAD & OAE testing, & free field testing	2	Application/Interview
	Teaching junior & trainee staff.	2	Application/Interview
	Experience of MHAS implementation.	2	Application/Interview
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Excellent communication	3	Application form / Interview
	Proficient with Sign Language	1	
	Keyboard skills	2	
	Excellent organisation skills	3	
	Teaching skills	2	
	Able to work as a member of a team & autonomously	3	
	Second language	1	
	Counselling skills	2	
	Motivated and committed	3	
SPECIAL	Car driver with full licence	3	Application form /

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CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation			Interview

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