**Senior Executive Service Selection**

**Notification of Outcome**

*Use Part A to notify the outcome of a selection process completed by your agency*

*Use Part B to notify a selection outcome using an existing merit list or pool*

**Part A – Outcome of a selection process**

**Vacancy details**

|  |  |
| --- | --- |
| Agency/Department: |  |
| Classification: |  |
| Role title: |  |
| Branch/Division: |  |
| Outcome of Process: | *Please include details in this section e.g. made an offer to suitable candidate, completed process but did not find a suitable candidate, withdraw process etc.* |
| Gazette notice number: | NV: |
| Was a merit list or pool created? | Yes merit pool [ ]  please fill out the details below Yes merit list [ ]  please fill out the details below No [ ]  |

**Merit list or pool – agency contact details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Phone:** |  |
| **Email:** | **Note**: As merit lists remain active for 18 months from the date of advertising, where possible please provide a group email address. |

**List of all candidates that have been placed on the Merit list or pool**

| Given name(s) | Surname  |  | Rating |
| --- | --- | --- | --- |
| 1 *Given name(s)* | *Surname* |  | *e.g. Suitable or Highly Suitable* |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 | *Tab for new rows* |  |  |

**Please provide the following documents to the Employment Policy team**:

* the signed SES Selection Certification Australian Public Service Commissioner’s Representative and
* for SES Band 3 vacancies a copy of the selection report signed by the Agency Head or their delegate .

**Part B – Notify a Selection Outcome Using an Existing Merit List or Pool**

|  |  |
| --- | --- |
| **Your Agency/Department:** |  |
| **Classification:** |  |
| **Role title:** |  |
| **Existing merit list or pool Agency/Department name:** |  |
| **Gazette notice number:** | NV: |

For enquiries and returning the form, please contact the team via employmentpolicy@apsc.gov.au or call the enquiry line on (02) 6202 3857.