**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: |  |
| Gazette notice number: | NV: |
| Was a merit list or pool created? | Yes [ ]  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. |

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

* the signed SES Selection Certification APS Commissioner’s Representative
* a copy of the selection report signed by the Agency Head or their delegate and
* a copy of the successful candidate’s CV (excluding candidates who have been merit listed/ pooled).

**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: |
| **Successful candidate’s CV** | Please provide a copy when returning the form |

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