



Application and Interview Evaluation Criteria

For applicants to the associate artist and trainee placement roles for People Power Passion

March 2019

The below information is for anyone applying to the associate and trainee roles as part of People Power Passion. This information will help you understand what happens when you submit an application and how it will be assessed.

1. Once you submit your application, it will be forwarded to two representatives of the selection panel for shortlisting. The representatives will use the following criteria to shortlist your application:
 - a) Qualifying criteria:
 - Applicant is from or based in Luton
 - Applicant does not have significant professional experience in the area of work they are applying for
 - b) Shortlisting criteria:

25%	Demonstrated interest and enthusiasm for the arts
25%	Demonstrated interest in and need for the skills development the role offers
50%	How well the essential skills and attributes are met

Note: the panel will use the scoring system on page 2 to apply a score to each criterion

2. The three highest scoring applicants will be invited to interview. The council reserves the right to interview more or fewer applicants should there be a number of strong candidates.

3. At the interview the applicant will meet a selection panel made up of the following people:
 1. Michaela Nutt, Cultural Enabler, Luton Council
 2. Sinead McNamara, Partnership & Programme Manager, Luton Investment Framework, Luton Council
 3. Participation & Engagement Producer, People Power Passion/Luton Council
 4. The lead artist from the project that the role is offered on (*The People's Launch, Justice 39* etc.)
 5. A representative of Revoluton Arts (for the Justice 39 roles and the Riot Act trainee Stage Manager – this is due to funding arrangements)

4. The selection panel will ask a series of questions which will be scored against the following criteria:

30%	Demonstrated enthusiasm for developing a career in the arts
30%	Demonstrated enthusiasm for the specific People Power Passion project that the role is for
15%	Interest and enthusiasm in the development of the arts in Luton
10%	How well the desirable skills/attributes are met
15%	How well the role will help the applicant meet their skills-development needs

Note: the panel will use the scoring system on page 2 to apply a score to each criterion.

The panel will also check that the applicant is or is not willing to become self-employed, insured and DBS checked (if relevant).

5. After the interview, an independent observer from the council's procurement department will support the panel members to moderate their scores to reach a group consensus for a score for each criterion. Those final scores will then be used to make a decision. The highest scoring applicant will be successful.

Shortlisting and Interview Scoring Framework

QUESTION RESPONSES	DESCRIPTION	SCORE
Excellent response with requirements being met and exceeded in some areas. Showing a comprehensive understanding and the ability to deliver to a high standard. Evidence relating to the proposed services shows high quality.	Outstanding	5
Good response with requirements being met with nothing other than a few minor exceptions which are acceptable to the evaluation team. Reasonable understanding and the ability to deliver to a high standard. Evidence in relation to the proposed services shows good quality.	Very Good	4
Acceptable answer with requirements being met in parts but not fully. A reasonable understanding to have the ability to deliver the service. Evidence to show that the services is just suitable for the purpose but has not met the standard expected.	Acceptable	3
Poor response where some requirements are being met but there are some large exceptions. Concerns that the services proposed would not be suitable for use.	Cause for Concern	2
Target requirements are only met on a few occasions. Low standard response. Major concerns that the services proposed would be suitable for use.	Unsatisfactory	1
Answer does not meet the requirements at all. No evidence that the services would be suitable.	Wholly Unsatisfactory	0