

### Personal Suitability

The Selection Standards for the Secretarial Group apply equally to all Public Service Secretaries - domestic and rotational. They do not allow for the varying, and sometimes difficult, working conditions of the rotational secretary. It is under Personal Suitability where these differences can be given recognition. Each of the Personal Suitability factors has been defined on the Statement of Qualifications to avoid differences of interpretation and, for the most part, should be self-explanatory. In rating each Personal Suitability factor, working conditions at the post should be taken into consideration.

1. Refer to the Statement of Qualifications for the employee's level. Study the definition of each factor under Personal Suitability and assign a mark to each.
2. One narrative is required for this section. Although all Personal Suitability factors are inter-related to some extent, each factor should be weighed carefully, in isolation from other factors. Use examples to illustrate any difficult and unusual working conditions with which the secretary has to contend.