

Short listing Form



Post:

Date:

Person Short listing:

Applicant Name:

STAGE ONE

If the position has not been advertised externally at this stage check that all applicants are internal.

Does the applicant meet the essential requirements? Yes / No

(If **NO** do not proceed any further)

Does the applicant have a disability? Yes / No

Note that disabled applicants who meet the essential criteria must be offered an interview.

STAGE TWO

	Comments / Notes	Score
Qualifications & Training		
Relevant Experience		
Knowledge		
Skills & Abilities		
Personal Skills		
Special Circumstances		
<u>Total Short listing Score</u>		

Guidance Notes for Shortlisting Applications:

- A minimum of two persons should complete short listing
- Where possible the shortlisting panel should be of mixed gender
- All persons shortlisting should have attended the mandatory Corporate Recruitment & Selection and Equality & Diversity courses
- All applications in the recruitment pack should be considered/shortlisted
- Please refer to the list of equivalent qualifications that have been included with your shortlisting pack to assist you.

STAGE 1

- Only a yes or no is required. If the applicant does not meet the essential criteria do not progress to Stage 2.
- Disabled applicants who meet the essential criteria must be offered an interview.

STAGE 2

- Use the person specification criteria to match against the application form, using the scoring system below.
- At Stage 2 the minimum score awarded for each area is 4 and the maximum is 7
- Higher scores should be awarded where the applicant has met both the essential and desirable criteria
- The applicants with the highest score should be interviewed.

SUGGESTED SCORING

- 4 - Satisfactory match
- 5 - Slightly exceeds person specification
- 6 - Markedly exceeds person specification
- 7 - Exceeds the person specification to an exceptional level

**ALL SHORTLISTING NOTES AND SCORES SHOULD BE RETURNED TO
THE ADDRESS BELOW FOR AUDIT PURPOSES**

**HR SERVICE DELIVERY CENTRE
CUMBRIA COUNTY COUNCIL
CAPITA BUILDING, SOUTH WING
KINGMOOR BUSINESS PARK
CARLISLE
CA6 4SJ**