# Shortlist Grid - Guidance on drawing up the shortlist

* Refer to the person specification document.
* Decide between the panel which applicants best meets the criteria.
* You must interview those who have a disability if they meet the minimum essential criteria.
* Arrangements for informing short-listed candidates and arrangements for informing unsuccessful candidates (Via the recruitment module and HR)

C**RITERIA GRID / PRO FORMA – Example below –insert the selection criteria- think about what you have asked the candidate to demonstrate**

**PLEASE POPULATE GRID LINKED TO THE CRITERIA OF THE RELEVANT ROLE**

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| --- | --- | --- | --- | --- | --- | --- |
| ***SELECTION CRITERIA******(Examples given below taken from a specimen JA)***  | ***CANDIDATE 1*** | ***CANDIDATE 2*** | ***CANDIDATE 3*** | ***CANDIDATE*** ***4*** | ***CANDIDATE******5*** | ***CANDIDATE******6*** |
| Relevant professional qualification. (Essential). i.e., finance qualification   |   |  |  |  |  |  |
| Evidence of CPD (Essential)  |  |  |  |  |  |  |
| Substantial experience of strategic & senior management and planning *(Notes the Advert may have asked about being able to demonstrate successful background here*) Exp in this area within the relevant setting (Desirable)  |  |  |  |  |  |  |
| A track record of developing a vision of high quality, effective and improving services. (*Ad explains lead on our communications strategy/ corporate policy and performance – is this demonstrated?*  |  |  |  |  |  |  |
| Management and Employee Competencies (What of the competencies are relevant to the role for example Leadership … is this demonstrated in your selection criteria and on the application?)  |  |  |  |  |  |  |