# 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?) |  |  |  |  |  |  |