Appendix 6

[Title of post] - short listing process

Short listing criteria [example]

First sift - Candidate must score 3 or above for the first three person specifications in order to qualify for the next stage

Second sift – Candidates will then receive scores for the remaining two person specifications and final scores and comments taken forward.

Candidate Name:			
Panel Member:			
	Person Specification	**Score**	**Comments**
1	Criteria 1		
2	Criteria 2 .		
3	Criteria 3		
4	Criteria 4		
5	Criteria 5		

Guide to scoring – shortlisting

Score	Definition
5 Exceptional	Provides evidence that directly relates to the entire competency being measured. The evidence clearly explains their role and what they did in relation to the competency/criteria being measured. The examples have direct relevance to the job criteria.
4 Very Good	Provides evidence that relates directly to most of the competency being measured. Evidence explains their role and what they did in relation to most of the competency / criteria. The examples have relevant links to the job criteria.
3 Good	Provided some evidence that relates to some of the competency being measured. Evidence clearly explains their role and what they did in relation to some of competency/criteria. The examples have some links to the job criteria.
2. Pass	Provided minimum of evidence and does not clearly relate to the competency /criteria measured. Evidence does not explain their role and what they did. Examples have no direct relevance to the job criteria. Applicant states that they fulfil criteria but provided no supportive evidence or example's to substantiate this statement.
1. Low	No evidence or experience provided to indicate competency or criteria. Competency/ criteria not referred to.