**SHORT-LISTING REPORT**

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| --- | --- |
| **Post Title:** |  |
| **Reference No:** |  |

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| **Staff involved in the short-listing process:** | |
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| **Interview arrangement:** | |
| **Date:** |  |
| **Time (1st interview):** |  |
| **How long between each interview:**  **(e.g. 20 / 30 / 40 minutes):** |  |
| **Location:** |  |
| **Candidates to report to:** |  |
| **Tests / Presentation topic (if required):** |  |
| **Duration of Test / Presentation:** |  |

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| **INTERVIEW PANEL MEMBERS**  **\* At least 1 staff member must have attended Recruitment & Selection Training** | **ATTENDED RECRUITMENT & SELECTION TRAINING  ✓** |
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***Both pages of this short-listing MUST be completed and returned electronically to the HR Assistant who’s responsible for processing your vacancy. Interviews will only be arranged upon receipt***

**SHORT-LISTING REPORT**

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| **Candidate Name & Ref number:** | **Essential Criteria** | | | | | | | | | | **Score for essential criteria** |  | Desirable Criteria | | | | | | | | | | Score for desirable criteria |  | **TOTAL score for those meeting ALL ESSENTIAL criteria** | **Selected for Interview**  **Yes/No** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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| SHORT-LISTING CRITERIA:  0 = Does not meet this criteria 1 = Meets some but not all of the criteria 2 = Meets all of the criteria 3 = Exceeds the requirements of this criteria  4 – Exceeds the requirements to an exceptional extent |

**Please note: Normally only candidates meeting the essential criteria should be short-listed, and invited to interview**