**SHORT-LISTING REPORT**

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

|  |
| --- |
| **Staff involved in the short-listing process:** |
|  |  |
|  |  |

|  |
| --- |
| **Interview arrangement:** |
| **Date:** |  |
| **Start time of each interview:** |  |
| **Location:** |  |
| **Candidates to report to:** |  |
| **Tests / Presentation topic (if required):** |  |
| **Duration of Test / Presentation:** |  |

|  |  |
| --- | --- |
| **INTERVIEW PANEL MEMBERS (guidance on panel composition available at:** [**https://my.bangor.ac.uk/humanresources/policies/recruitpolicies.php.en**](https://my.bangor.ac.uk/humanresources/policies/recruitpolicies.php.en)**)****\* At least 1 staff member must have attended Recruitment & Selection Training** | **ATTENDED RECRUITMENT & SELECTION TRAINING  ✓** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Please tick to confirm the panel has members of different genders** |  |

***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** **– Please list the criteria at the end of this document**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate Name & Ref number:** | **Essential Criteria** | **Score for essential criteria** |  | Desirable Criteria | Score for desirable criteria |  | **TOTAL score for those meeting ALL ESSENTIAL criteria** | **Tick if person is to be invited to interview** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| 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**