**SHORTLISTING SCORING GRID**

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| **Scoring Key:**  **3** = Exceeds criteria (Makes reference to criteria, provides examples and shows understanding)  **2** = Meets the criteria (Makes reference to criteria and provides an example)  **1** = Partially meets criteria (Makes reference to criteria but does not show an understanding or provides examples)  **0** = Fails to meet criteria (No evidence) |

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| **Post title:** |
| **Post ref:** |

**All** members of the interview panel should be involved in the short-listing process. Each Panel member should read and **independently** rate each application using the chosen shortlisting criteria (agreed by the panel) and then discuss and decide who to invite to interview.

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|  | **Criteria**  Develop the shortlisting criteria by referring to the job specification (using the essential and desirable criteria). | | | | | | | | **Yes/No** |  |
| **Candidate Name** | **Internal** | **Redeployee** | **Disability** | **Insert criteria here** | **Insert criteria here** | **Insert criteria here** | **Insert criteria here** | **Insert criteria here** | **Interview** | **Comments** |
| 1. *Sample* | *No* | *No* | *Yes* | *3* | *3* | *2* | *2* | *1* | *Yes* |  |
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| **Panel Member Name:** | **Signature:** | **Date:** |