

**Recruitment and Selection**

**Guidance for completing the shortlisting grid**

As part of our shortlisting process you must complete a shortlisting grid. This will help you identify which applicants to invite for interview in a fair way. A final version of your shortlisting grid must be uploaded to iTrent along with your interview arrangements pack.

Make sure at least 2 members of the interview panel are involved in shortlisting.

**How to use the shortlisting grid:**

Add all of the criteria from the person specification in your recruitment pack along the top of the shortlisting grid and consider applicants against these.

You should look for evidence and examples within the application which confirm the applicant meets each criteria. If evidence of experience or an example of where skills/abilities have been demonstrated is not provided, the criteria can be deemed as not having been met.

Use the following scoring system to help you decide the extent to which an applicant meets a particular criteria:

0 – No evidence to meet the criteria

1 – Evidence meets the criteria

2 – Evidence exceeds the criteria

If you find that an applicant doesn’t meet one of the criteria, for example they don’t hold a degree or equivalent qualification which is required for the post, then there is no need to consider their application further, as we would not be able to shortlist or appoint them. You will just need to ensure that ‘0’ is recorded against the criteria.

**Rely only on evidence outlined in the application:**

Make your system clear and straightforward. Shortlist your candidates based only on:

* Criteria taken from the person specification.
* Skills and experience that are outlined in the application.

By doing this, if someone challenges the shortlisting decision we’ll be able to show:

* Decisions were based on relevant criteria and evidence.
* You’ve considered each applicant fairly.
* That where an applicant wasn’t shortlisted, it’s because they didn’t meet the requirements.

**Make sure internal applicants don’t have an unfair advantage**

For internal applicants, you still need to rely on the evidence they present in their application, which you may find more difficult.

Using a shortlisting grid to record whether they’ve met a particular criteria can help you make sure your process is fair.

**Applicants who have declared a disability**

As we are a disability confident employer, we guarantee an interview to anyone who has made an application and meets the criteria for the post.

Once you have completed shortlisting, and uploaded your shortlisting grid and interview arrangements to iTrent, our team will carry out a check to identify if any applicants have declared a disability. If they have, but haven’t been shortlisted, we will refer to the completed shortlisting grid and if they have met all of the criteria, will contact you to advise that they should be added to the shortlist for the post.

**Informing Candidates**

Our team can begin to inform applicants of the status of their application and also provide those shortlisted with details of the selection process, once you have carried out the following and the disability check has been undertaken:

* Updated the applicant stage for all applicants.
* Uploaded the completed shortlisting grid to iTrent.
* Uploaded the completed interview arrangements pack to iTrent.