

# Shortlisting Record



Please use this form to provide a record of the reasons for selecting/rejecting applicants.

**This is an auditable document - please sign and date it when completed.**

The criteria used for short listing should not deviate from those specified in the person specification. Essential criteria should be met before considering desirable criteria. Short list those applicants with the most ticks or highest score.

<b>Vacancy Ref:</b>	<b>Job Title:</b>	<b>FT/PT/FTE%:</b>
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Shortlisting Panel: 1:

2:

3:

Applicant's Name and Initials	Essential Criteria for Appointment					Desirable Criteria for Appointment			Enter <b>S</b> if shortlisted
1									

Signed: 1:.....2:.....3:.....

Dated: 1:.....2:.....3:.....

**If there are any Internal Candidates who have not been selected for interview, please confirm that the Senior Line Manager has contacted them personally to let them know that they have been unsuccessful on this occasion.**

Signed (Senior Line Manager):.....

Dated:.....