**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:**       |
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**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:**       |