

**Application Shortlisting Form**

Before completing this form, please ensure all panel members have read the recruitment guidance relating to shortlisting, available on the council’s intranet.

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| **Vacancy Reference Number:** |  |
| **Name of Applicant:** |  |
| **Name of Person/s Short listing:** |  |
| **Date:** |  |
| **Benchmark Score**  **(Shortlisting panel to confirm)** |  |

**STAGE 1 – Eligibility of Applicants**

Panel members should check the applicant’s application form to confirm the candidate is eligible to apply for this role and to ensure that guaranteed interviews or AEP processes are applied where necessary.

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| **Eligibility** | | |
| a) For internal only adverts -is the candidate an internal applicant?   * *For ‘Internal Only’ vacancies – applicants must be internal* * *or employees working in ‘Community’ or ‘Voluntary Controlled’ schools or people engaged to work in the council through an Agency. Consultants are not classed as Internal candidates.* | **Yes** | **No** |
| b) Does this candidate have the Right to Work in the UK (based on the information provided on their application form) | **Yes** | **No** |
| c) Has the applicant been employed by any of the 7 Sovereign Councils and left within the last twelve months due to redundancy?  *Previous Sovereign Council employees, who left in the last 12 months due to redundancy, can only be considered for interview with prior approval. Please contact People Management for advice.* | **Yes** | **No** |
| d) Where applicable, does the candidate have the appropriate UK Driving Licence needed for this specific role?  *Please note, this should only apply where having a driving licence is essential to the fulfilling the needs of the role as outlined on the post specification.* | **Yes** | **No** |
| *If the answer to a) or b) is ‘No’ – Do not proceed any further with this applicant.*  *If the answer to c) is “yes” please contact People Management.* | | |
| **Guaranteed Interview Schemes, Alternative Employment Programme** | | |
| e) Does the applicant wish to be considered (and appears to be eligible) under any of the following guaranteed interview schemes:   * Disability Scheme: Those who consider themselves disabled as defined by the Equality Act 2010 * Care Scheme (service user): Those in care or have left care and are aged 24 and under. * Armed forces veterans whose last long term substantive employer was the armed forces (please check eligibility against the application form*)* | **Yes** | **No** |
| f) Is the applicant an internal applicant who should be considered under the Alternative Employment Programme (AEP?).  *In these circumstances, employees need to only “reasonably meet” the essential criteria to be shortlisted and appointed.* | **Yes** | **No** |

**STAGE 2 – Shortlisting**

Prior to shortlisting the panel should agree an initial benchmark score which applicants must achieve in order to be shortlisted.

* This would apply to apply to all candidates except those on the Alternative Employment Programme (AEP). AEP candidates only need to meet a minimum benchmark to be shortlisted. This means they only need to ‘**reasonably”** meet the essential criteria and

demonstrate a minimum score of 2, across all areas, as outlined below.

* **All eligible applications must be shortlisted against the criteria as outlined in the person specification for the post. Scores can be awarded as:** 
  + 0 - No match / criteria not met
  + 1 - Insufficient match / information
  + 2 - Satisfactory match / reasonably meets criteria
  + 3 - Slightly exceeds criteria
  + 4 - Markedly exceeds criteria
  + 5 - Exceeds the criteria to an exceptional level
* Applicants who reach the agreed benchmark should be invited to interview. However, there may be circumstances where there are a large number of strong candidates who meet and exceed the benchmark and it may not be feasible to interview everyone. It is advised in these circumstances that the panel invite the highest scoring applicants to interview along with those that meet any AEP or guaranteed Interview criteria.

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|  | **Comments** | **Score** |
| **Essential Qualifications & Training** |  |  |
| **Relevant Knowledge** |  |  |
| **Relevant Experience** |  |  |
| **Expertise,**  **Skills & Abilities** |  |  |
| **Other** |  |  |
| **Total Shortlisting Score** | |  |
| **Has this candidate met the essential requirements for this role?**  **For AEP candidates they should be assessed using “reasonably meets” criteria** | | **Yes/No** |
| **Is this candidate to be invited to interview** | | **Yes/No** |

Next Steps:

**Recruiting managers are currently responsible for arranging all interviews.** Interviews can be held either in person or via MS Teams.

**Recruiting mangers should send their shortlisting outcomes to their recruitment contact via a recruitment ticket** so that unsuccessful applicants can be notified, and feedback can be provided if requested by an applicant. All panel members should be aware that candidates who request feedback will be directed to the recruiting manager.