

Completing the Shortlisting




As a Hiring Manager, you will be able to see whether your additional shortlister(s) have completed their reviews, by accessing your list of candidates for the job and looking at the score field.

In the “Jobs” section of your homepage you will find a list of your open vacancies.

	Job Reference	Job Title	Job Status	Location	Directorate	Reports To	Closing Date	Is Live	Total	New
<input type="checkbox"/>	000086	RM - Administration Assistant	Live	Barnsley Centre	People	Jo Smith	30/06/2022	✓	3	3
<input type="checkbox"/>	000083	RM - Recruitment Assistant	Live	Barnsley Centre	People	Rachel Marriott	03/07/2022	✓	1	0

Click the job title of the job you would like to shortlist for from the list of jobs.




This will bring up an anonymised list of candidates.

Advert Source	Score
Company Website	
Company Website	
Other	

If there is a grey eye symbol (without a score next to it), all reviews are not complete. By clicking the symbol, you will be able to see which reviews have been completed and which are outstanding.

Once all shortlisters have completed their reviews, the symbol will change colour (to black), and a score will appear next to this.

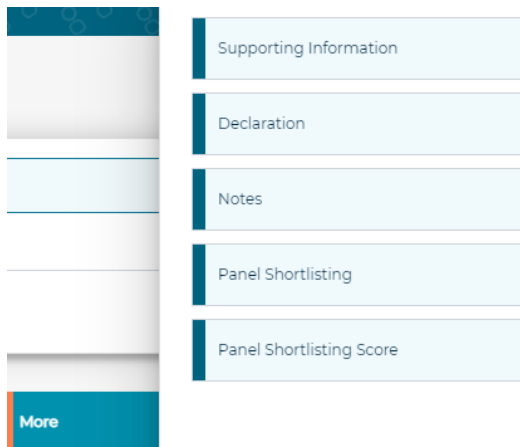
You can now enter a final shortlist decision for each candidate.

Advert Source	Score
Company Website	 18.0
Company Website	 15.0
Other	 6.0

Entering a final shortlisting decision

To finalise your shortlisting decision, click the first candidate link to open their application.

Click the three dots next to **More**, and then select **Panel Shortlisting Score** from the menu



This will then show an overview of each shortlister(s) score.

To compare shortlister(s) responses, click the box to the top right-hand corner of each shortlisting panel members complete form, then select "**Compare shortlisting forms**".

Panel Shortlisting Score



Form:	NHSBT Example Shortlisting Form	
Completed By:	Rachel Marriott Recruitment	
Status:	COMPLETE	
Completed On:	23/06/2022	
Score:	9	

Form:	NHSBT Example Shortlisting Form	
Completed By:	Rachel Marriott Manager	
Status:	COMPLETE	
Completed On:	23/06/2022	
Score:	9	

[Compare shortlisting forms](#)

Once you have reviewed/compared your shortlister(s) complete forms, and taken note of their comments/scores, click **back (in the bottom right corner)** to return to the candidates application form to finalise the process

To enter a shortlisting decision for each candidate, click in the status field in the top right-hand side of their application



New Application

Select the relevant option from the list e.g., Recommend Interview, Reject after Shortlist, Recommend Shortlist Reserve.

You will see the following pop-up, do **not** enter any status notes, click **Save** to confirm your decision and return to the application.

Update Status

Candidates Candidate 97

Target Status Recommend Interview x

Status Notes

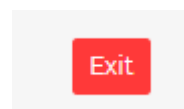
Count500

Save Exit

Navigate to the next application using the arrow next to the status field.

Enter a final shortlist decision for each application.

Once you have entered a final shortlisting decision for each candidate, click the exit button (in the bottom right-hand corner), to return to the candidate list.



You will then need to complete your interview arrangements form, the link for which will have been sent to you by your recruitment contact.

Note – Candidates you would like to shortlist must be in a status of recommend interview to progress to the next stage of the recruitment.