

Date: September 2022

Top Tips for Shortlisting

1. **Each application must be reviewed by at least 2 people:** To ensure equality and protect you from claims of discrimination, you need to ensure that you have someone else shortlisting with you.
2. **Don't delay:** You can review applications as they are submitted, you do not need to wait until the closing date although it is the responsibility of the hiring manager to finalise the shortlisting in e-Recruitment.
3. **Start by reviewing the additional questions:** We have asked some additional questions in the application form that should provide you with qualitative information about your applicant. Applicants who have chosen not to answer these questions should not be shortlisted.
4. **Check each applicant against the criteria:** Check the essential and desirable criteria outlined in the recruitment profile, making sure that you apply the criteria consistently and provide a score.
5. **Avoid assumptions:** Just because someone has worked for a particular organisation or in a particular role, don't assume skills and experience if they are not explicitly stated.
6. **Consider all the information:** Shortlist based on the application overall.
7. **Obtain the views of others:** Each reviewer will need to complete their application reviews in e-Recruitment. To enable them to have access to the applications, let your recruitment contact know who your additional reviewers will be.
8. **Finalise shortlisting:** The hiring manager is responsible for finalising shortlisting and completing the interview arrangements for their recruitment contact so that the invites can be sent out to candidates.
9. **Disability confident:** If a disabled candidate demonstrates that they meet all the essential criteria, they must be shortlisted for interview as part of our commitment to attracting and retaining disabled people.
10. **Feedback:** Our policy is similar to other organisations in that we do not give feedback to non-shortlisted applicants. However, we would give feedback to internal applicants as part of their development.