APPENDIX 2F – EMPLOYERS’ HANDBOOK

**SHORT-LISTING GUIDANCE**

During short-listing:

• Focus only on the criteria section of the application form.

• Use those criteria from the person specification which can be assessed from applications in short-listing. Do not introduce new criteria.

• Do not reject an applicant’s qualifications merely because they were gained overseas, or the certificates are presented in a foreign language. Advice on equivalent qualifications can be obtained from the Qualifications Comparison Service that is available through the Jobs and Benefits Office network.

• Assess the candidates against the stated criteria. Those who meet the criteria can progress to interview, those who do not meet the criteria cannot.

• Remember that if a candidate does not meet all the stated essential criteria, they cannot be selected to move on to the next stage of the process.

• Be consistent when making decisions. In cases which are not clear cut, what is acceptable for one candidate must be acceptable for all.

• Decide whether or not any stated desirable criteria are to be used. This may be useful if a large number of applications have been received. Desirable criteria should be used in order of their priority. Again, candidates must be treated consistently and if some candidates are rejected on the basis that they do not meet a particular criterion, all candidates who do not meet that criterion must be rejected.