APPENDIX 2E – EMPLOYERS’ HANDBOOK *(Remove comments in red)*

**SHORT-LISTING RECORD**

***NOTE:*** *THE ESSENTIAL CRITERIA WHICH ARE ASSESSABLE ON PAPER SHOULD BE TRANSFERRED TO THIS FORM FROM THE PERSON SPECIFICATION. PERSONAL SKILLS SHOULD BE ASSESSED AT INTERVIEW.*

**POSITION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Application Forms Sent Out:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Returned Application** **Forms** | **Application** **Form** **Number** | **Meets Essential Criteria****(√ or x)** | **Meets Desirable Criteria****(**√ **or x)** | **Notes** | **Interview****(Yes/No)** |
| Criterion 1 | Criterion 2 | Criterion 3 | Criterion 1 | Criterion 2 | Criterion 3 |
| Candidate 1 |   |   |  |  |   |  |  |   |   |
| Candidate 2 |   |   |  |  |   |  |  |   |   |
| Candidate 3 |   |   |  |  |   |  |  |   |   |
| Candidate 4 |   |   |  |  |   |  |  |   |   |
| Candidate 5 |   |   |  |  |   |  |  |   |   |
| Candidate 6 |   |   |  |  |   |  |  |   |   |
| Candidate 7 |   |   |  |  |   |  |  |   |   |
| Candidate 8 |   |   |  |  |   |  |  |   |   |
| Candidate 9 |   |   |  |  |   |  |  |   |   |
| Candidate 10 |  |  |  |  |  |  |  |  |  |