**Summary record of reasons for selection/non-selection of shortlisted candidates**

***Each panel member involved in shortlisting must fill out a copy of this form, an optional scoring system is available.***

***For a candidate to be shortlisted, all the essential criteria specified in the advertised person specification should be met.***

***The Recruiting Manger or Chair should upload the final Shortlisting Record Form to the e-recruitment system as soon as possible after the shortlisting has been completed. This final document is a summary of the shortlisting panel’s decisions and will be used for compliance, audit and candidate feedback.***

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| **Post title:** |  | **Post reference number:** |  |
| **Panel member name(s):** |  | **Date of completion:** |  |

**Optional scoring system:**

|  |  |
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| **0** | **Does not meet the criteria:** Criteria not mentioned. No examples given. |
| **1** | **Partially meets the criteria:** Criteria mentioned but no examples. Relevant examples included but connection with criteria not made explicit. |
| **2** | **Criteria met in full:** Criteria explicitly addressed and supported with evidence from past/current practice. |

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| **Applicant Name** | **Qualifications** | **Experience** | **Knowledge** | **Skills & Abilities** | **Score** | **Notes/comments** | **Shortlist YES/NO** |
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