

** SHORTLISTING FORM**

**R&S - APPENDIX 8A**

**Please read the following guidance notes**:

1. If a candidate who requires a work permit is appointed to a post a work permit application will be made by NHS Fife. However, current Home Office regulations dictate that employers are not in a position to offer employment to a candidate requiring a work permit where it can be demonstrated that EEA candidates meet the minimum requirements for the post. If any of the candidates have declared that they require a work permit this will be indicated below and you will not have been provided with the individual(s) application. If no appointment is made from the initial interview these applications should then be revisited and managers should contact the Human Resources Department for guidance.

2. NHS Fife is a “Disability Confident Employer” and operates a Job Interview Guarantee (JIG). All candidates who indicate they have a disability and meet the minimum criteria outlined within the person specification will be guaranteed an interview. Candidates are asked to declare if they have a disability on page 5 of the application form. Shortlisting panels must ensure that if any candidate declaring they have a disability meets the minimum requirements for the post they are shortlisted for interview.

Post Reference Number Post Title Ward/Department

Post Title Department/Ward

Hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Candidate ID No. | Work Permit Required? | Job Interview Guarantee? | Shortlisted (Y/N) | Reason |
| 000000 | No | No |  |  |
| 000000 | No | No |  |  |
| 000000 | No | No |  |  |
| 000000 | No | No |  |  |

Signature:………………………………………………………………………. Name:…………………………………………………. Date:………………………………..

**APPENDIX 8B**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FORM R4** | | | | | | | | |
| **This form must be completed and received by Recruitment with all other Shortlisting paperwork no later than 10 working days prior to interview date**  **INTERVIEW DETAILS FORM** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Post Reference: | | | Post Title: | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Interview Date: |  | Interview Venue: | | | | |  | |
| Reporting Instructions: |  | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | |  | | | |
| **Shortlisted Candidates for Interview** | | | | | **Interview Times** | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
|  | | | | | | | | |
| **Panel Members**  **(Chairperson’s name first)** | **Designation** | **Contact Number** | | | | **Attended Recruitment and Selection Training** | | |
|  |  |  | | | | Yes / No | | If yes within 2 years Yes / No |
|  |  |  | | | | Yes / No | | If yes within 2 years Yes / No |
|  |  |  | | | | Yes / No | | If yes within 2 years Yes / No |
|  |  |  | | | | Yes / No | | If yes within 2 years Yes / No |
| Please note that it is the Chairperson’s responsibility to distribute panel packs to panel members. If however there are external panel members please provide their full address. | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Details of any assessment which the candidate may have to undertake:** | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Details of any equipment provided for the assessment:**  (please note it is the panel’s responsibility to ensure booking of any equipment) | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Signed: ……………………………………………………….. | | | | Date: …………………………… | | | | |
|  | | | |  | | | | |
|  | | | | | | | | |



**APPENDIX 8C**

### Selecting Candidates for Interview

**Assess the information on the application form against criteria in Person Specification**

* A structured and systematic approach to shortlisting must be taken to avoid unfair and unlawful discrimination.
* The information contained in the application form is assessed against the criteria contained within the person specification, however, only those which indicate the application form as a measure of assessment.
* Assessment should be made against essential criteria first. Consider desirable factors only if there are too many applicants meeting all essential criteria.
* On no account should shortlisting be based on criteria not contained within the person specification. For example, shortlisting should not be based on the highest qualification available, where such qualification was not stated in the person specification.

**Personal information in the application form must be regarded as irrelevant**

* Candidate personal information (address etc…) are removed from application forms prior to shortlisting; however any personal information volunteered within other sections of the application form must be regarded as irrelevant.

**Applications forms should not normally be used of a test of literacy**

* Application forms should not be used as a test of literacy as this could potentially lead to discrimination.

**Shortlisting form must be completed indicating if the candidate has been shortlisted and giving reasons for selection/non-selection**

* This information must be recorded in full – if you are later challenged on a shortlisting decision it will be the only record of reasoning for your decision.
* Forms will be held by the recruitment office in accordance with the Data Protection Act.
* “Does not meet minimum criteria” is not a sufficient reason – which criteria is not met?