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| colour_logo | **Shortlisting Scoring Grid:** An OPTIONAL form to help with candidate shortlisting if required |
| Job title: |  |
| Reference number: |  |
| Panel member: |  |

* Each member of the panel can score each candidate against the person specification criteria for the position. Scores should then be added up and used when making a decision on who to shortlist for interview.
* Please add additional candidate columns as required
* For a candidate to be shortlisted, all Essential Criteria must be addressed.
* The University is committed to interviewing all applicants declaring a disability who meet the minimum essential criteria for a job vacancy.

**Scoring** – candidates should be scored as follows:

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| **0** | **Does not meet expectations/requirements**. No evidence provided that candidate meets the essential and/or desirable criteria | **1** | **Partially meets expectations/requirements.** Some evidence provided that candidate meets the essential criteria and/or desirable criteria. |
| **2** | **Meets expectations/requirements.** Evidence provided that candidate meets the essential criteria and/or desirable criteria. | **3** | **Exceeds expectations/requirements.** Ample evidence provided that candidate exceeds the essential criteria and meets/exceeds the desirable criteria. |

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| **Person specification criteria****ESSENTIAL** | **Candidate 1** | **Candidate****2** | **Candidate****3** | **Candidate****4** | **Candidate****5** | **Candidate****6** | **Candidate****7** | **Candidate****8** | **Candidate****9** | **Candidate 10** |
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| **DESIRABLE** |  |  |  |  |  |  |  |  |  |  |
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| **TOTAL SCORES** |  |  |  |  |  |  |  |  |  |  |

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| **Person specification criteria****ESSENTIAL** | **Candidate 11** | **Candidate****12** | **Candidate****13** | **Candidate****14** | **Candidate****15** | **Candidate****16** | **Candidate****17** | **Candidate****18** | **Candidate****19** | **Candidate 20** |
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| **TOTAL SCORES** |  |  |  |  |  |  |  |  |  |  |