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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** |  |  |  |  |  |  |  |  |  |  |