


## CARDIFF COUNCIL

### SHORTLISTING ASSESSMENT CHART

#### Why Shortlist?

- Shortlisting is the process to select applicants for interview. The basis for shortlisting is to assess the applicant's information on their written application form against the criteria requirements on the person specification or role profile for the job.

#### How to shortlist

- Shortlisting will be carried out by at least two people, one of whom will be the manager to whom the job holder will report. Ideally all panel members should be involved in the shortlisting and all stages of the process.
- The shortlisting panel will complete the standard format shortlisting table (next page). Each application form is reviewed and the criteria is marked in the following way:
  - ✓ is given when there is a positive indication that the candidate has shown they can meet the criteria.
  - X is given when there is a negative indication or if the candidate shows they are unable to meet the criteria. **Any candidate who does not meet any part of the essential criteria cannot be interviewed and the shortlisting process should end for that candidate, and a note should be made to provide appropriate feedback.**
  - ? is given when there is insufficient evidence from the candidate on the application form, but where it is considered that some probing questions may extract further information required.
- Disabled job applicants will be invited to interview if they meet the essential person specification/role profile criteria which is in accordance with the 2 tick  e.
- All other applicants may not always be invited to interview if they meet the essential criteria alone, but instead is reserved for those who meet all of the essential criteria, and best meet the desirable criteria.
- The form must indicate whether the candidate is shortlisted for interview.

#### What next?

- After completing the form, the manager needs to input the outcome of the shortlisting process into the DigiGov recruitment case, and also scan and attach a copy of this form to the case. In those cases where it is not possible to return this form via DigiGov, the completed shortlisting form should be returned to:-

**HR People Services, Recruitment Team, Room 470, County Hall.**  
or emailed to: [shortlisting@cardiff.gov.uk](mailto:shortlisting@cardiff.gov.uk)

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## SHORTLISTING ASSESSMENT CHART

DIRECTORATE:	Post Title:	Post No:
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This chart should be used to record details of the assessment of each candidate against the essential and desirable person specification/role profile criteria for the post. Please indicate in the appropriate box whether the candidate meets the person specification/role profile requirements or not as follows. Use the TAB key to insert extra lines.

**Key**    ✓ = Positive Indication    X = Negative indication    ? = Insufficient information to judge

Candidates Name	Essential / Desirable Criteria <i>(please insert the number of essential and desirable criteria from the Person Specification)</i>																				Shortlist Decision Yes/No			
	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	D	D	D	D	D	D			
<i>e.g. A.N.Other</i>	✓	✓	✓	✓	?	✓	✓	✓	?	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	✓	✓			<b>Yes</b>

**Form completed by - Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Return to: HR People Services, by scanning and attaching a copy to the DigiGov Recruitment Case. Where that's not possible, please return to:- Recruitment Team, Room 470, County Hall. Fax 029 20872684 or e-mail to: [shortlisting@cardiff.gov.uk](mailto:shortlisting@cardiff.gov.uk)