**How to Shortlist Guide**

When shortlisting, it is very important to stay impartial and use only the data in front of you, regardless whether you know the person or if you believe their application form makes them look better than another candidate. If there was an investigation into our Shortlisting procedures (ie. an unsuccessful candidate made a complaint that we had scored their application form unfairly, we **must** be able to show that the shortlisting procedure was carried out fairly and without conscious/unconscious bias or prejudice.

For this reason, below is the shortlisting chart which you must use when shortlisting all roles.

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| Score | Description |
| 5 | Fully meets or exceeds the criteria - Whether by experience or qualifications, and would only need basic training on Diocesan processes. |
| 4 | Predominately Meets Criteria - Has an excellent knowledge of this criteria whether by qualification or experience, with very few gaps of knowledge. Would need a short amount of training on the criteria, plus basic Diocesan processes. |
| 3 | Partially Meets Criteria - Has a good degree of knowledge/skills/qualifications with some gaps, but would be able to fill those gaps with some training. Based upon their application form, they could be trained to meet this criteria |
| 2 | Limited knowledge of Criteria - Has some knowledge of the criteria, whether by exposure or basic training, however would need a lot of training in order to meet this criteria |
| 1 | Very limited knowledge of Criteria - Would need extensive training/Qualifications in order for them to fully meet this criteria |
| 0 | Not enough information to Assess Suitability - Does not meet the description in the person specification at all, or has not indicated on their application form that they have any experience/working knowledge of this criteria |