



APPENDIX 2

SHORTLISTING GRID

POST TITLE: _____

SHORTLISTERS: _____ INTERVIEWERS: _____

No	Applicant's Name	Essential Criteria					Total no. of criteria			To be interviewed
		1	2	3	4	5	M	PM	FI	
1										
2										
3										
4										
5										
6										
7										
8										

M = Person criteria MET

PM = Person criteria PARTIALLY MET

NM = Person criteria NOT MET

IE = Insufficient evidence

FI = Follow up at interview

Signature _____ (Chair of Panel)

Date _____

I understand that any information provided on this form may be used as evidence to substantiate the decision to appoint, in the event of an employment tribunal.