# EXAMPLE SHORTLISTING RECORD SHEET

A version of this sheet can be produced for individual members of the selection committee to use for their own notes. The committee should also ensure that a definitive version is produced to reflect the final shortlisting decision.

Post: Selection committee member:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate name | Current employer | Referee 1 (if taken up before short-listing) | Referee 2 (if taken up before short-listing) | Selection criteria [note: these can be expressed in summary form, but members of the committee should have copies of the further particulars describing the criteria in full] | | | | |
| Criterion A | Criterion B | Criterion C | Criterion D | Criterion E (etc) |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |