

Managers Guide to Shortlisting





What is Shortlisting

Shortlisting is a process to ensure that those who have applied meet the essential criteria, and desirable criteria if it has been decided to apply this, as stated on the Personnel Specification and based on the information provided in their application form.

A basic principle to be adhered to in the shortlisting process is that a panel should not make assumptions about qualifications or experience. If the information is not evidenced in the application form then the applicant should not be shortlisted.

How is Shortlisting Conducted?

Shortlisting is conducted on line through MSS on HRTPS. If you require any support with using this feature of HRPTS please contact your local HR Team. Off line shortlisting is only facilitated in exceptional circumstances such as a panel member not being an employee of the HSC (*such as Department of Health representatives or cross border representatives*).

Panel members should be agreed and notified to the Recruitment & Selection Shared Service Centre (RSSC) on the requisition. If this is not possible then this should be completed as a minimum prior to the closing date by emailing the team / recruiter advised to the Chairperson at the time of advertisement.

For RSSC to release the shortlisting to the panel members it is essential for the Chairperson to have:

- Submitted the names, email address and personnel number of the panel members to RSSC;
- Ensure that all panel members have set up their 'candidate profile' with their work email address;
- Ensure that all panel members have the [name of role] assigned to their post which allows them to participate in recruitment & Selection activity.

Guides on the process of E-shortlisting will be available in your local organisation.

It is essential that the shortlisting outcomes are entered by all panel members and consistency checked by the Chairperson. The Chairperson is responsible for ensuring that all instructions issued from RSSC are followed including notification of the interview venue (*postal address*), interview timings and any special instructions to the candidates.



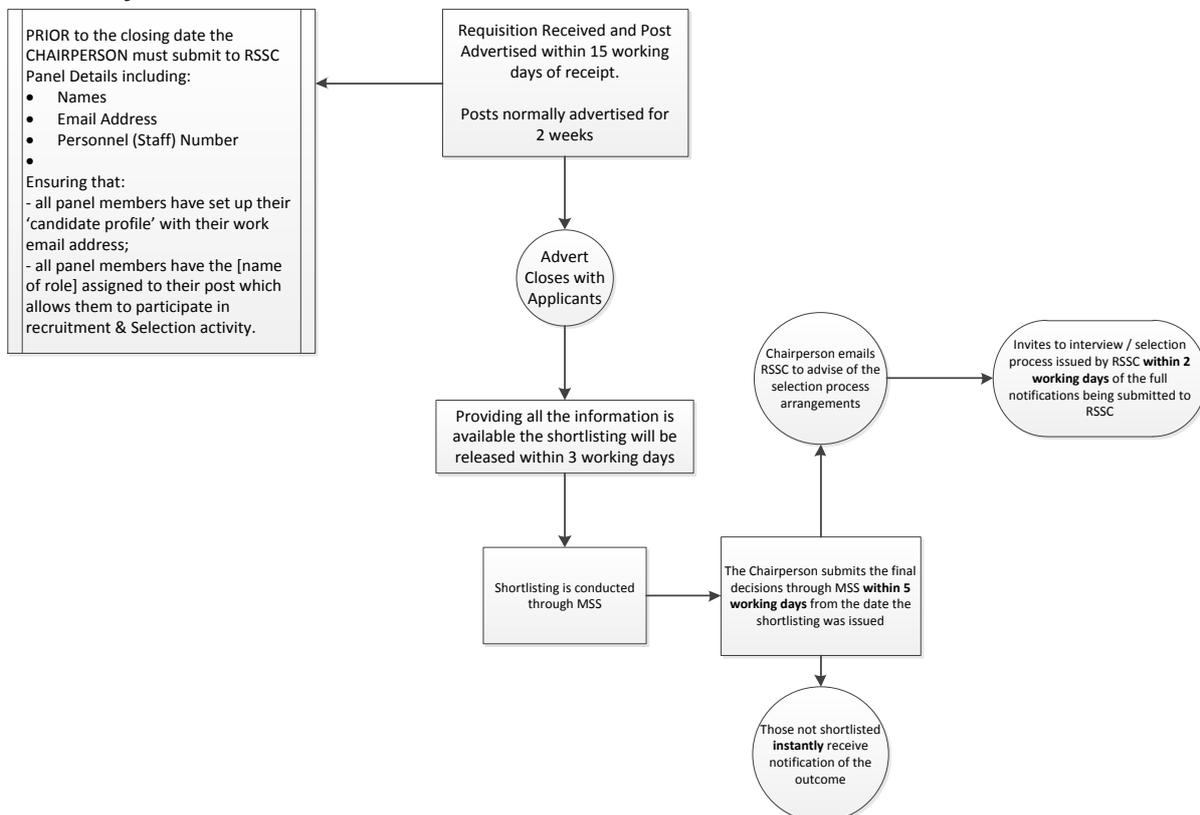
When Should Shortlisting Happen?

Shortlisting should be conducted promptly once the closing date for the advertisement has passed. Delays in completing shortlisting may impact on the continued interest / availability of the applicant pool.

The expected timelines for shortlisting are described in Key Performance Indicators (KPI's) which are as follows:

Time to shortlisting Readiness	After closing date the time period to upload all shortlisting requirements; ensure the file is ready for processing and issuing of this to the panel members	Up to 3 working days Achievement of this is subject to all the necessary information set out above being available.
Time to complete shortlisting	The shortlisting is completed once all panel members have submitted their individual outcomes and the chairperson has submitted the overall outcomes	Up to 5 working days It is essential that the Chairperson completes the submission AND notifies RSSC by email of the selection process details using the template provided.

Summary of the Process





FAQ's on Shortlisting

Does the panel need to meet to conduct shortlisting?

No, however the panel are at liberty to decide whether or not they wish to meet. This can be helpful for some posts however the purpose of electronic shortlisting is that each panel member can independently shortlist, submit their outcomes on the system and then the chair of the panel can review these for any discrepancies. The Chairperson is responsible for liaising with the other panel members to reach a consensus.

If I am having difficult with the e-shortlisting process on HRPTS / need training on this who do I contact?

You should contact your local HR Team who will be able to advise of your local arrangements. There are normally guides available locally on using this as a feature of the MSS functionality of HRPTS.

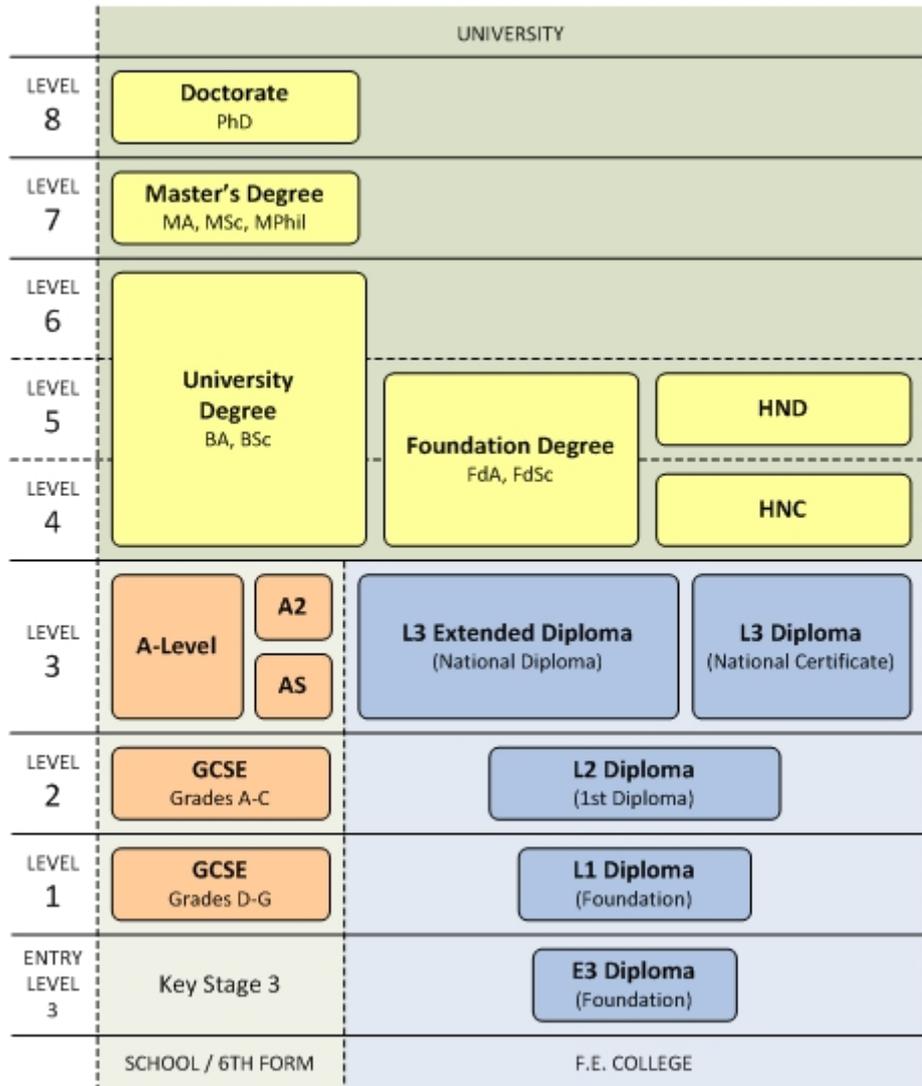
What do I do if the candidate has not clearly stated on their application form how they meet the criteria?

The panel should not make assumptions about qualifications or experience. If the information is not evidenced in the application form then the applicant should not be shortlisted.

If the panel feel there is ambiguity they may wish to contact the applicant. Whilst not generally recommended there may be exceptional circumstances where this might be appropriate. If in doubt speak to your local HR Team for advice. In all circumstances all applicants must be treated the same – if clarity is sought for one it must be sought for all.

How will I know about Qualification Equivalencies?

Panels can seek advice from their local HR Team, however as a broad guide the following may be used when considering the level of qualifications:



Source - <http://www.accreditedqualifications.org.uk/qualifications-and-credit-framework-qcf.html>

Do I need to make Reasonable Adjustments for Disabled Applicants?

As part of the HSC's commitment to ensure its recruitment and selection process is fair and objective, a person with a disability who does not meet the essential criteria stated in the Personnel Specification can request a reasonable adjustment which will be duly considered by the employing organisation.

Panel Chairpersons should seek advice from their local HR Team. Where such an adjustment can be reasonably accommodated to allow the individual to move to the interview stage, it will. In instances where an adjustment cannot be made, the employing organisation should provide their decision in writing, clearly setting out the reasons why the request cannot be met in the circumstances.



Am I obliged to observe Candidate Holiday Arrangements when organising the Selection Process

No, there is no obligation to facilitate candidates Holiday Arrangements. Where this is possible then the panel may do so in the interests of securing the best person for the job. However if this requires a later date than planned for interviews, all candidates should be moved to the new date to ensure they have equal preparation time.

What happens if an applicant complains about not being shortlisted?

The candidate will submit their request for the reason why they have not been shortlisted to RSSC. The RSSC team will prepare a response based on the information provided by the panel. If there are any issues requiring discussion contact will be made with the panel chairperson.

If having received the factual information the candidate has any further complaint about not being shortlisted their complaint will be referred to the panel chairperson for consideration.