

Selection Criteria

There are a number of different ways that you can collect information to help with the short listing process, these include asking people to complete an application form or sending a cover letter with CV as well as attend an informal visit or interview. This section will cover the following areas:

- Application Forms
- Short Listing
- Interviews
- References
- Employment Checks

Application Forms

Application forms are probably one of the most commonly used selection methods as it enables employers to collect all the information they need about any potential candidates as well as ask questions which may help assess the applicant the person specification. Application forms should be, clear, concise, avoid jargon, but most importantly ask for information essential to the job role and allow space for candidates to list their experience and qualifications. At a minimum an application form should include:

- Name, address, telephone
- Education & qualifications
- Current/most recent job
- Space for work experience, training or additional relevant information
- Reasons for applying
- Name & address of 2 referees
- Consent to Criminal Record Disclosure

Short Listing

If you have only received a few applications you may wish to follow them all up however if you have received a large

number you will certainly need to draw up a short list of candidates. Example steps involved in short listing:

1. Discard all applicants who do not meet the essential criteria in your person specification.
2. Consider how well any remaining applicants meet the desirable criteria.
3. Rate each of the remaining applicants in order of priority – this may be useful if you still have a high number of suitable candidates.
4. Invite each short listed candidate to an interview or visit prior to the setting.
5. Contact all candidates by letter or telephone, informing them whether their application has been successful. You may also take this opportunity to retain any details of potential candidates for possible future vacancies.

Tip!

Many employers find that sending out information packs and inviting interested potential candidates to an informal visit makes the recruitment process much easier and more productive.