

# Short-listing: a systematic approach

Employee specification/interviewee assessment form

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Post title: \_\_\_\_\_

Essential/desirable factors for the post (please tick) E = essential; D = desirable	Assessment of candidate (please tick) EX = exceptional; GD = good; AV = average; UN=unacceptable						Reasons/notes
	E	D	EX	GD	AV	UN	
Work experience							
Education							
Specific skills, aptitudes/knowledge							
Personal qualities							
Communication skills							

## Overall assessment/general comments

Completed by: \_\_\_\_\_

Once the selection panel has agreed on the short-listing of candidates, referees should be approached (unless applicants have requested to defer this until a successful interview). A letter should be sent to candidates inviting them to interview:

- *detailing the time*
- *detailing the place*
- *requesting the candidate to bring with them evidence of their personal identity, professional qualifications and Nursing and Midwifery Council PIN registration.*

It should also ask if there are any special requirements for attending the interview (eg wheelchair access).