

Short-listing Notes

To Record Short-listing Decisions

Please complete this form if you wish to make notes on each applicant. You should use these to short-list candidates and make a decision on their appropriateness for further assessment.

Candidate Details

Forename(s)			
Surname		Title (e.g. Mr, Mrs)	

Campaign Details

Job Title			
Service Area		Ref. Number	

Assessor Details

Job Title			
Name		Contact Tel. No.	
Signature*		Date	

*If this form is emailed from a valid individual WCC account then a signature will not be required.

Short-list Outcome

Please provide the TOTAL SCORE or YES / NO here		
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Additional Information

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Short-list Criteria

Candidates are advised, when completing the application form, to demonstrate how they meet the Person Specification Criteria for the role. When completing this form, it is good practice to assess the candidate against this criteria and score them on how well they demonstrate them, using the following scale to allocate a score; **0 = Not Demonstrated, 1 = Partially Demonstrated, 2 = Fully Demonstrated**. Other criteria and scoring can be used but you are advised to discuss this with the Recruitment Centre before the assessment takes place.

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Page Total

Question No. / Criteria	Notes	Score

Should you require more space then please photocopy or print additional copies of this page (page 2)