Please ensure that you shortlist candidates based on each individual criteria based within the five different sections (Education & Qualifications, Relevant Experience, Job related Skills & Knowledge, Personal Qualities and Other Requirements) within the person specification. For example, under Education & Qualifications, there might be 4 criteria points under that section, therefore you must assess whether the candidate meets each one of those.

Please check if the Guaranteed Interview Scheme boxes on the application form are ticked. If the candidate has ticked either of these and they meet all of the essential criteria then they must be invited to interview. Please see the Recruitment and Selection Policy for more information on the Guaranteed Interview Schemes.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vacancy / Requisition Title** | | |  | | | | | | | | | | **Requisition Ref No.** | | | | | |  | | | | **Closing date** | | |  |
|  | **ESSENTIAL CRITERIA** | | | | | | | | | | | | | | | | | | | | |  | | | | |
| **Candidate Name** | **1** | **2** | | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | | **12** | **13** | **14** | **15** | **16** | | **17** | **18** | **Disability Confident Employer ticked?** | | **Veterans Guaranteed Interview Scheme ticked?** | **Comments** | |
| 1. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 2. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 3. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 4. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 5. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 6. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 7. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 8. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 9. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |
| 10. |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  | |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DESIRABLE CRITERIA** | | | | | | | | | | | | | | | | | | | |
| **Candidate Name** | **1** | **2** | **3** | | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **Shortlist Candidate?** | | **Comments** | |
| 1. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 2. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 3. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 4. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 5. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 6. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 7. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 8. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 9. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| 10. |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
| **Recruiting Manager (print name)** | | | |  | | | | | | | | | | | | | | **Date** | |  |
| **Panel Member (print name)** | | | |  | | | | | | | | | | | | | | **Date** | |  |

Please return this completed Short-listing Matrix Form with the Interview Schedule Form to Human Resources [**hrdirect@denbighshire.gov.uk**](mailto:hrdirect@denbighshire.gov.uk)

**Please note - Invite to Interview letters will not be sent by Human Resources until a copy of this Shortlisting Matrix is received. This does not apply to schools.**