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| A close-up of a logo  Description automatically generated | **Shortlisting Scoring Grid** | |
| Job Title: |  |
| Panel member: |  |

* Each member of the panel should score each candidate against the person specification criteria for the position. Scores should then be added up and used when making a decision on who to shortlist for interview.
* For a candidate to be shortlisted, all Essential Criteria must be addressed.
* The University is committed to interviewing all applicants declaring a disability who meet the minimum essential criteria for a job vacancy.

**Scoring** – candidates should be scored as follows:

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| **0** | Criteria not mentioned. No examples given. | **1** | Partially meets the criteria | **2** | Criteria met in full |

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| **Person specification criteria**  **ESSENTIAL** | **Candidate 1** | **Candidate**  **2** | **Candidate**  **3** | **Candidate**  **4** | **Candidate**  **5** | **Candidate**  **6** | **Candidate**  **7** | **Candidate**  **8** | **Candidate**  **9** | **Candidate 10** |
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| **DESIRABLE** |  |  |  |  |  |  |  |  |  |  |
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| **TOTAL SCORES** |  |  |  |  |  |  |  |  |  |  |