**Shortlisting**

All shortlisting should be completed at least 10 working days prior to the interview date to ensure that candidates have at least 7 working days notice of their interview.

It is important that panel members maintain an objective, consistent and professional focus as you need to be able to provide a justifiable reason for the selection choices.

In advance of shortlisting you should:

* Ensure the panel has a clear understanding of the post and the key criteria being measured.
* Avoid assumption or presumption
* Agree the shortlising criteria

Using the person specification, agree shortlisting criteria in advance with the panel. Do not introduce new criteria beyond those advertised.

If the post has changed, pause the selection process and re-evaluate whether or not you need to halt proceedings and re-advertise a different job to meet your new needs.

**Shortlist using the person specification**

* Measure each applicant against the person specification and not against each other.
* All candidates must meet all the essential criteria to be considered for shortlisting.
* Use the desirable criteria when there are too many applicants demonstrating they meet the essential criteria.
* Decide before you begin to shortlist which desirable criteria is the most important. Use this first.
* If you still need to reduce the number of applications to a manageable number, move on to the next most important desirable criteria and so on.
* When recording your decision for not shortlisting an applicant use the criteria from the person specification (e.g. Did not meet the essential criteria or did not demonstrate the knowledge required for the post).
* Use the essential criteria in your person specification to set your interview questions.

**Candidates with disabilities**

NHS Lothian is committed to equal opportunities. We work under the Job Interview Guarantee Scheme (JIG) and guarantee an interview for disabled applicants who meet the essential criteria of the job description.

Recruiting departments should ensure that all shortlisted applicants, whether or not they have disclosed a disability or health concern, have the opportunity to request any special adjustments or equipment that they would need to attend interview/selection tests.

If an applicant requests special adjustments or equipment to enable them to attend interview, consider this a priority action and contact the recruitment team for further advice on how to facilitate this.