

**Cumbria Fire and Rescue Service**

**Application Shortlisting Form**

If you have any queries while completing this form, please contact the Resourcing & Talent Team, via email: Recruitment@cumbriafire.gov.uk

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| --- | --- |
| **Vacancy Title/Reference number** |  |
| **Name of Applicant:** |  |
| **Name of Person/s Short listing:** |  |
| **Date:** |  |
| **Benchmark Score****(Shortlisting panel to agree)** |  |

**Part 1 – AEP and Guaranteed Interview Scheme**

Panel members should check the information sent to them by the Resourcing team to check whether applicants have declared they are on the AEP or would like to be considered for the Guaranteed Interview Scheme.

**AEP**

Where an AEP employee meets or reasonably meets the essential criteria for the post, they will be invited to interview. Where there are gaps in the essential requirements, serious consideration should be given to whether with reasonable additional training, coaching, or mentoring would enable the AEP candidate to acquire them within a reasonable period of time.

For the purposes of short listing against the essential criteria for a role, the Recruiting Manager is expected to consider the following for AEP Candidates;

Qualifications:

*Do they hold similar subject qualifications at a similar level as those required for the post?*

*Where applicable, can they demonstrate demonstrable equivalent experience?*

Experience:

*Does the applicant have similar experience or transferable experience which means that they could adapt to the role in a reasonable period of time?*

Knowledge:

*Does the applicant have an acceptable level of knowledge of the areas of work?*

*Or can the knowledge be gained within a reasonable period of time with suitable training?*

Skills:

*Does the employee have transferable skills which would enable competence within the role within a reasonable timescale?*

Guidance can be sought from the Resourcing team when determining the appropriateness of transferable skills.

**Guaranteed Interview Scheme**

If a candidate has indicated they wish to be considered for the Guaranteed Interview Scheme, the panel should check that they meet the essential criteria for the role, and if they do, they should be offered an interview alongside other applicants that meet the essential criteria.

Recruiting managers must evidence the shortlisting and interview decisions providing detailed information where candidates are not shortlisted / appointed and the considerations/adjustments that were considered in the decision-making process.

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| **AEP** |
| **If the applicant has confirmed they are on the Alternative Employment Programme (AEP?), do they reasonably meet the essential criteria for the role?** | **Yes** | **No** |
| **Please provide evidence of decision making:** |
| **Guaranteed Interview Schemes** |
| **If the applicant has confirmed they would like to be considered under the Guaranteed Interview Scheme, do they meet the essential criteria for the role?** | **Yes** | **No** |
| **Please provide evidence of decision making:** |

**PART 2 – Essential Criteria**

Prior to shortlisting the panel should agree an initial benchmark score which applicants must achieve in order to be shortlisted.

* This would apply to apply to all candidates except those on the Alternative Employment Programme (AEP). AEP candidates only need to meet a minimum benchmark to be shortlisted. This means they only need to ‘**reasonably”** meet the essential criteria and demonstrate a minimum score of 2, across all areas, as outlined below.
* **All eligible applications must be shortlisted against the criteria as outlined in the person specification for the post. Scores can be awarded as:**
	+ 0 - No match / criteria not met
	+ 1 - Insufficient match / information
	+ 2 - Satisfactory match / reasonably meets criteria
	+ 3 - Slightly exceeds criteria
	+ 4 - Markedly exceeds criteria
	+ 5 - Exceeds the criteria to an exceptional level
* Applicants who reach the agreed benchmark should be invited to interview. However, there may be circumstances where there are a large number of strong candidates who meet and exceed the benchmark and it may not be feasible to interview everyone. It is advised in these circumstances that the panel invite the highest scoring applicants to interview along with those that meet any AEP or guaranteed Interview criteria.

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|  | **Comments**  | **Score** |
| **Qualifications & Training** |  |  |
| **Knowledge** |  |  |
| **Experience**  |  |  |
| **Skills / Behaviours** |  |  |
| **Other** |  |  |
| **Total Shortlisting Score** |  |
| **Is this candidate to be invited to interview** | **Yes/No**  |

**Part 3 - Next Steps:**

**Please now send all shortlisting forms to the Resourcing & Talent team and confirm who is being invited to the next stages of the process. Please also confirm who has been unsuccessful/**

The Resourcing and Talent team will send the recruiting manager the contact information for candidates and will also liaise with candidates to discuss reasonable adjustments if required. If a candidate consents to the reasonable adjustments being shared with the panel, the Resourcing and Talent team will get in touch directly with the recruiting manager.

Recruiting managers are currently responsible for arranging all interviews.Interviews can be held either in person or via MS Teams.

All panel members should be aware that candidates who request feedback will be directed to the recruiting manager.

For any queries or support during the shortlisting process, please do not hesitate to contact the Resourcing and Talent team for advice.

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