



St Mary's
University
Twickenham
London

Recruitment Shortlisting Guidance

Panel Members

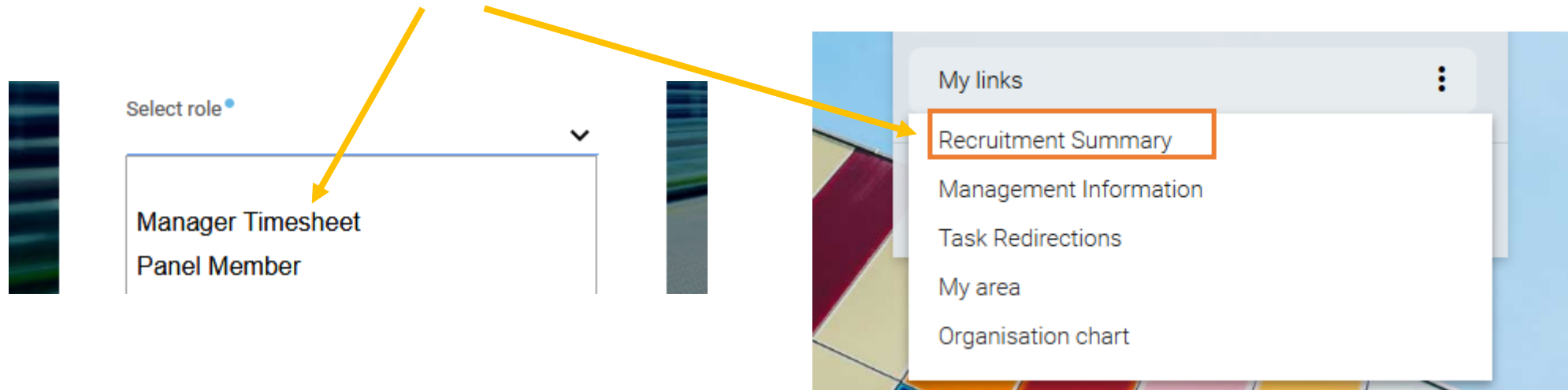
Shortlisting:

Shortlisting can be conducted once all applications have been received. **Please note however – panel members must enter their scores/comments before the Hiring Manager has the final decision.** The online shortlisting will take place on the recruitment summary page.

To begin shortlisting, access your Panel Member role on PeopleNet or via this link:

https://ce0230li.webitrent.com/ce0230li_web/wrd/run/etadm001gf.open

Select your Panel Member role from the drop down role options and click on Recruitment Summary



Panel Member Scoring

Step 1






To Shortlist your applications- Choose your recruitment campaign from the open requisitions by clicking on the requisition name

Recruitment summary

Alerts

No data to be displayed due to preferences being turned off

Open requisitions (6)

Name	Applicants	Published	Location	Start date	Application end date	Requisition end date
 Business Applications Developer (SMU10018)	3	Yes	St Mary's University, Waldegrave ...	02/11/2020	02/11/2020	
 Communications Manager (SMU10014)	3	Yes	St Mary's University, Waldegrave ...	20/10/2020	20/10/2020	
 Fixed Term Hourly Paid Academic Staff (SMU10013)	71	Yes		12/08/2020		
 Lecturer in Drama (SMU10017)	0			30/10/2020		
 Planning Analyst (SMU10010)	0	Yes	St Mary's University, Waldegrave ...	11/08/2020	18/09/2020	

Step 2

Scroll down to the bottom links and click on the first link:

1. Review Requisition Campaign Summary

Recruitment Business Applications Developer (SMU10018)

Requisition details

3 Applicants in total 0 Closing date in days 0 Pending applications

Job title: Business Applications Developer Application end date: 02/11/2020 Published?: Yes Recruitment manager: Mr Vladimir Putin

Manage applicants

SHORTLISTING (3) ON HOLD PENDING DECISION (0) SCHEDULE FOR INTERVIEW (0) FIRST INTERVIEW (0) SECOND INTERVIEW (0)

Applicant details	Attachments	Current Salary	Location	Notice Period	Stage notes
George Washington (AAAAAA111190) Internal Applied on 02/11/2020	ALL DOCS				No notes
Dominic Cummings (AAAAAA111191) Internal Applied on 02/11/2020	ALL DOCS				No notes
Jacqueline Kennedy (AAAAAA1111...) External Applied on 02/11/2020	ALL DOCS				No notes

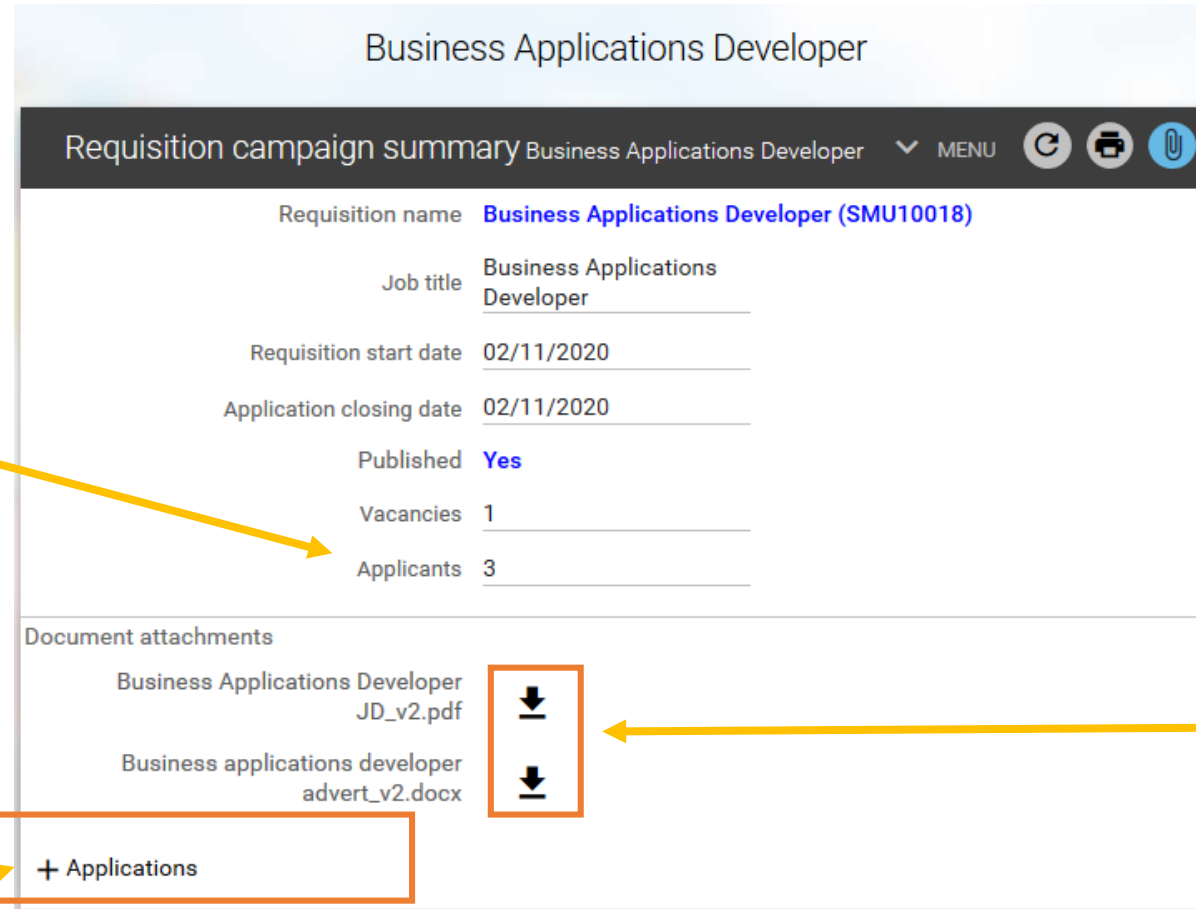
LINKS

Request to Recruit Shortlisting Make an Offer

1. Review Requisition Campaign Summary 2. Enter Final Shortlisting Scores 3. Process Applicant to Interview Stage

Viewing Applications

A summary screen will appear and highlight the key information from your campaign, including the number of applicants



Business Applications Developer

Requisition campaign summary Business Applications Developer MENU

Requisition name **Business Applications Developer (SMU10018)**

Job title Business Applications Developer

Requisition start date 02/11/2020

Application closing date 02/11/2020

Published **Yes**

Vacancies 1

Applicants 3

Document attachments

Business Applications Developer JD_v2.pdf

Business applications developer advert_v2.docx

+ Applications

You can also view or download your JD or advert which can assist your shortlisting

Step 3

Please click on the + to open the applications tab to view the applicants.



Printing Applications

— Applications

Candidate applications are listed below and are filtered by current application stage, please expand stages for the candidate information

— Shortlisting (Applications: 3)

— Mr Dominic Cummings 02/11/2020 (AAAAAA111191) - Internal

Application print

— Mrs Jacqueline Kennedy 02/11/2020 (AAAAAA111197) - External

Application print

Example CV.pdf

+ Mr George Washington 02/11/2020 (AAAAAA111190) - Internal

Download applications for this stage



Step 5

Click ok

Download all application documents for this stage. Continue?

OK

Cancel

The applications will download in the background and you will be notified upon its completion.

The application document download is being run as a background process. You will be notified upon its completion

Prevent this page from creating additional dialogues

OK

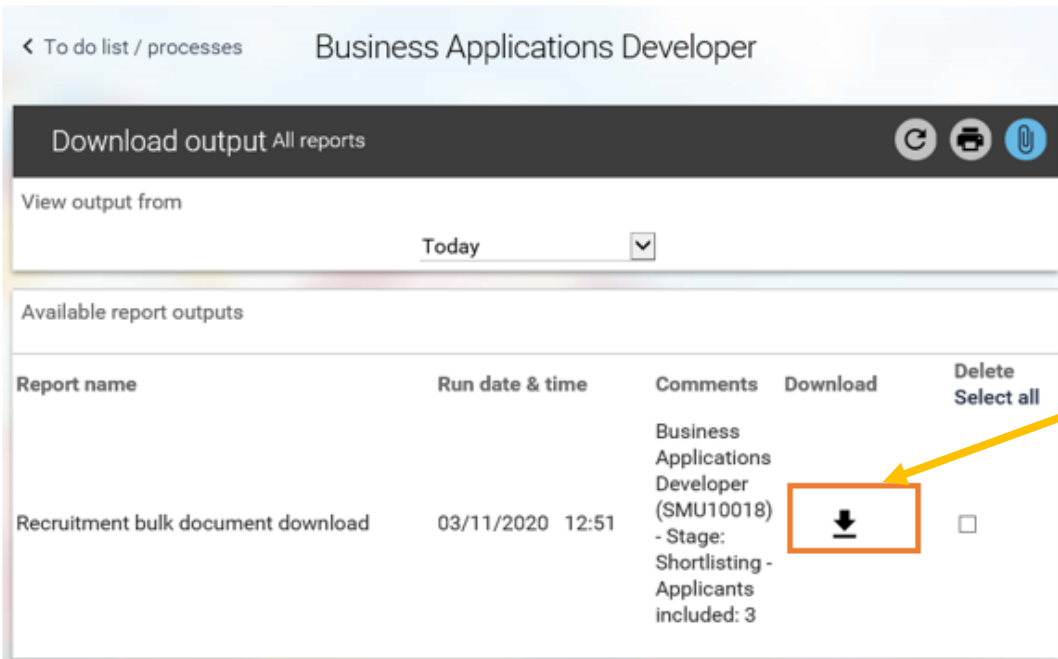
Step 4

Click on the **download applications for this stage** folder to download all applications

Step 6

Applications Print Continued

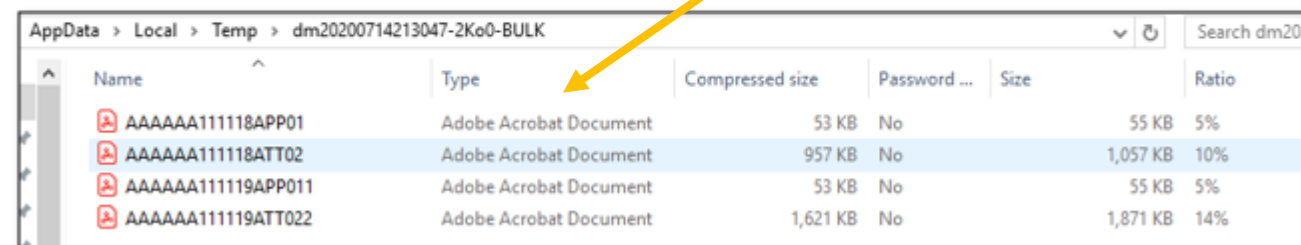
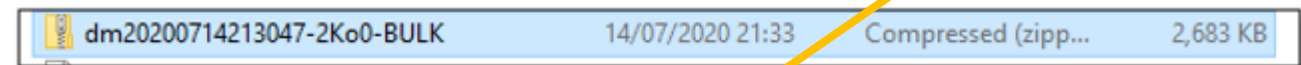
View your tasks and processes tab to open completed reports



Step 7

Click on the Download icon

The files will be downloaded into a zip file in your computers downloads folder



If you save applications outside of the recruitment system you must ensure this is not in a shared area and/or password protect the document(s).

You will need to ensure that all applications stored outside of the recruitment system are deleted once the recruitment campaign is finished. Failure to do this could result in a breach of our Data Protection Policy regarding the storage and retention of applicant's information.



Once you have downloaded your applicants documents, click on step **2. Enter Final Shortlisting Scores**

1. Review Requisition Campaign Summary

2. Enter Final Shortlisting Scores

Business Applications Developer

APPLICANTS

Select all

Cummings, Dominic

Kennedy, Jacqueline

Washington, George

Step 8

Choose the applicant you wish to enter scores from the left hand pane

Business Applications Developer

Applicant shortlisting details Washington, George MENU

Total score:	Applicant	Requisition	Shortlisting criteria set:	Response range minimum	Response range maximum
	George Washington	Business Applications Developer	Business Applications Developer	0	5

Step 9

Essential criteria

Criteria information	Shortlisting question	Shortlisting response	Criteria score	Comments
BAD - Knowledge and Qualifications Qualified to or studying for a degree in computing or a related subject, or equivalent work experience.			2	Degree has minimal computing
BAD - Knowledge and Qualifications 2 Proficiency in the following areas: o MSSQL Server, including SQL Server Profiler o T-SQL stored procedures, functions and triggers o API and web services			3	has used SQL server, but vague on use of other types of servers

Enter the criteria score and provide comments for each criteria

Once you have entered your scores and comments, click **SAVE**

Guidance notes for conducting shortlisting:

- Shortlisting is the stage in the selection process which involves considering candidates' applications against the requirements of the post as detailed in the person specification.
- It should be noted that some of the criteria identified in the person specification may not be measurable prior to interview – e.g. interpersonal skills or oral communication skills. In such instances, these criteria will not be considered at shortlist stage.
- Under no circumstances should new criteria be brought in at the shortlisting stage.
- **In applications where all the elements of the essential criteria of the person specification are not met, the individual should not be shortlisted.**
- Person specification criteria stated as 'desirable' are not essential, therefore desirable criteria should be considered only to distinguish between those candidates whose applications addressed all the essential person specification criteria.
- **The online shortlist form details the person specification criteria against which the candidates' applications must be measured.** The responsible line manager is required to undertake the shortlisting with one other person.
- The essential criteria of the person specification are mandatory and you must complete the scoring in full before submitting the form.
- It should be noted that the practice of circulating application forms to other members of the Faculty/Service could lead to infringements of applicants' rights under the Data Protection Act. It is recommended that a shortlisting panel of two people is established with the specific task of shortlisting applicants and candidates' application forms be restricted to the shortlisting panel only.

Process:

1. The short listing process must be managed in a secure and confidential manner.
2. The shortlisting panel must consist of two people to avoid the potential for intentional or unintentional unfair discrimination.
3. The online shortlist assessment form must be fully completed for all candidates scoring the candidates' application against all the person specification criteria.
4. Shortlisting can only be conducted after the advert closing date once all applications have been received. **Please note however – panel members must enter their scores/comments before the Hiring Manager has the final decision**
5. **In applications where the essential criteria of the person specification are not met, the individual should not be short listed.** Desirable criteria should be considered only to distinguish between those candidates whose applications addressed all the essential person specification criteria

Should you have any queries regarding the above or if you require assistance, please do not hesitate to contact the HR Department by emailing hrhelpdesk@stmarys.ac.uk