



Moving to interview

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1 Shortlisting:Evaluate

Once the final Shortlister has completed shortlisting all of the applications, and clicked on the **completed shortlisting** button, the screen will show that the applications are no longer in the *Shortlisting:Shortlist* stage, they have been automatically moved to *Shortlisting:Evaluate*.

Applications for 812-15-132EN - Band 7 Occupational Therapy Lead

Application count for this vacancy by stage and state.
Select a state to list its applications.

This vacancy is currently in **Shortlisting**.

Longlisting (0) | **Shortlisting (3)** | Interview (0) | Offer (0) | Starting (0) | Outcome (0)

Shortlist (0) | **Evaluate (3)** | Rejected (0) | Withdrawn (0)

Applications in **Shortlisting : Evaluate**

Download shortlisting pack

Shortlisters (click to sort)
[SL1: Andrea Gower \(Lead\)](#)
[SL2: Linda Patrick](#)
[All: All shortlisters](#)

ID	Pri	Int	Immigration	Received	SL scores E, D
<input type="checkbox"/> 4939873			UK/EEC	GB 20-Jun-15	SL1: E:8/8 SL2: E:8/8 All: E:16/16
<input type="checkbox"/> 4939874			UK/EEC	GB 23-Jun-15	SL1: E:6/8 SL2: E:8/8 All: E:14/16
<input type="checkbox"/> 4939872			UK/EEC	GB 18-Jun-15	SL1: E:6/8 SL2: E:6/8 All: E:12/16

Select all on this page | Deselect all on this page | Select all apps in this state (on all pages)


Shortlisting criteria: [Printable](#)
 1. Qualifications 2. Skills/Abilities 3. Experience 4. Knowledge

Move to interview | Move to interview reserve list | Rejected | Add note

This screen now reveals the scores that each Shortlister allocated to each application. The scores are added together and the overall score for each application is given in the *All* row. The applications are sorted by their essential scores in descending order, with the highest scoring at the top of the list.

Only the Lead Shortlister has tick boxes next to the applications.

The Shortlisting:Evaluate screen also reveals further details about each applicant which are hidden when in Shortlisting:Shortlist. These include:

-  whether they have indicated that they have a disability by displaying the Two Ticks logo; and



- **I**

whether they are internal by displaying the Internal icon.

In order to reveal a breakdown of the scores and any notes made by anyone on the shortlisting panel, hover your mouse over the score in question.

<input type="checkbox"/>	1227539	UK/EEC	GB	11-Sep-13	SL1: E:21/24 D:7/8 SL2: E:16/24 D:8/8 All: E:37/48 D:15/16	
<input type="checkbox"/>	1227114	Indefinite Leave	GB	11-Sep-13	SL1: E:8/24 D:0/8 SL2: E:18/24 D:0/8 All: E:26/48 D:0/16	
<input type="checkbox"/>	1226769	I UK/EEC	GB	11-Sep-13	SL1: E:13/24 D:0/8 SL2: E:11/24 D:0/8 All: E:24/48 D:11/16	

Education & Qualifications: E:5/8 D:1/2
Experience & Skills: E:5/6 D:2/4
Aptitude and Abilities: E:5/6 D:1/2
Communication Skills: E:3/4
Strong candidate

Once a decision has been made as to who is going to be invited to interview, the **Lead Shortlister** needs to move the successful applications into the Interview stage. To do this:

1. Tick the applicants who are to be invited to interview.
2. Click the **Move to interview** button.
3. Add a **note** (optional).
4. **Confirm**.

Applications in **Shortlisting : Evaluate**

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ID	Pri	Int	Immigration	Received	SL scores E, D	
<input checked="" type="checkbox"/>	4939873		UK/EEC	GB 20-Jun-15	SL1: E:8/8 SL2: E:8/8 All: E:16/16	
<input type="checkbox"/>	4939874		UK/EEC	GB 23-Jun-15	SL1: E:6/8 SL2: E:8/8 All: E:14/16	
<input type="checkbox"/>	4939872		UK/EEC	GB 18-Jun-15	SL1: E:6/8 SL2: E:6/8 All: E:12/16	

[Select all on this page](#) | [Deselect all on this page](#) | Select all apps in this state (on all pages)

Shortlisting criteria: [Printable](#)
[1. Qualifications](#) [2. Skills/Abilities](#) [3. Experience](#) [4. Knowledge](#)

Moves the selected applications to 'Interview:Schedule' ready for the interview process.

Notes / comments

The remaining applications can either be rejected or moved to the interview reserve list. To do this:

1. Tick the applications you wish to move.
2. Click the **Reject** or **Move to interview reserve list**.



3. Add a **note**.

i Remember to make the note generic if you have selected multiple applications.

4. Click **Confirm**.

Applications in Shortlisting : Evaluate

Application updated.

Download shortlisting pack

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[Select all on this page](#) | [Deselect all on this page](#) | Select all apps in this state (on all pages)

Shortlisting criteria: [Printable](#)
[1. Qualifications](#) [2. Skills/Abilities](#) [3. Experience](#) [4. Knowledge](#)

Move to interview Move to interview reserve list Rejected Add note

Moves the selected applications into the 'Rejected' state.
Enter the reason for rejection below.

Notes / comments *

Confirm: Rejected




2 Moving the vacancy to Interview (Lead Shortlister)

Once you have moved the successful applications into Interview, you then need to move the vacancy to Interview in order to inform your HR Recruiting Contact of the decision and the interview arrangements. This is done by:

1. Click the **Move vacancy to Interview** button.

2. Complete the **Interview Gateway** template.

 If there are any Two Ticks or other priority applicants left in the Shortlisting stage a red message will appear. Please follow the guidance in the message.



3. Click **Confirm:Move vacancy to interview**. This will send an email to your HR Contact and they will set up your interviews.