



Rapid shortlisting

Exported: 11-Feb-2016 10:31
Classification: CONFIDENTIAL - Unauthorised disclosure prohibited



Table of Contents



The Shortlisters' landing page looks like this:

Stages

If you know the job ref, vacancy ID or ESR ID, then you can use the [Vacancy Quick Find](#) to jump straight to the vacancy.

Choose a stage to see the vacancies in that stage:

These are the vacancies currently in Shortlisting upon which you have permission to work.

Authorisation (0) |
 Longlisting (0) |
 Shortlisting (1) |
 Interview (0) |
 Offer (1) |
 Starting (3) |
 Outcome (0)

1 vacancies currently in Shortlisting

Employer / team:

The applications column shows applications no longer active (left) » active (right).
Click on the job ref to manage applications.

Job ref Job title	Advertising scope	Closing date	Shortlisters	Weekdays in stage	Weekdays to next review	Apps	
290-SM-309 Band 8c - Systems and Integration Architect	Public	30-Jun-2015	John Kelly [Lead] Finished Self	0	5	0 » 34	

To shortlist a vacancy, click on the **Rapid Shortlisting** icon.



This takes you to the Rapid Shortlisting screen showing the first application. You can view:

1.
 - a. **Shortlisting criteria** – this displays the criteria that relates to the score box you are in. For example: to view the experience criteria click in the experience score box.
 - b. **Score boxes** – essential and desirable score boxes with guidance to the maximum score.
 - c. **Notes** - these will be visible when selecting for interview and will also be included in the interview pack.
 - d. **Application form** – scroll up and down to view the whole application form.
 - e. **Navigation buttons** - you can use the **Previous** and **Next** buttons to move though the applications.
 - f. **Progress bar** - shows you how many applications you have left to score.
 - g. **Documents attached** - shows you documents attached to the application, CV's and logbooks.



Shortlisting for 361-R2R1102-B
Application 2 of 2 — ID 4168096

Essential
Broad range of experience in clinical and laboratory haematology (2)
A subspecialty interest. (2)

Desirable
Haemato-oncology subspecialty interest (2)

Download PDF Attached files

Education & Professional Qualifications

Please list your qualifications from University onwards in date order (up to 11 with most recent first). Please also indicate subjects currently being studied and the expected year of qualification. In the grade/result column for courses not yet completed, please state 'in progress'. All information disclosed on this application will be subject to verification.

Subject/Qualification	Place of study	Grade/Result	Year obtained
BSc in Molecular medicine with basic medical and clinical sciences	University College London	First class honours	2003
MB BS	Royal Free and University College Medical School	Pass with Merit (top 10%)	2004
MRCP (UK)	Royal College of Physicians	Pass	2007
FRCPath	Royal College of Pathologists	Pass	2012

Relevant Training Courses Attended

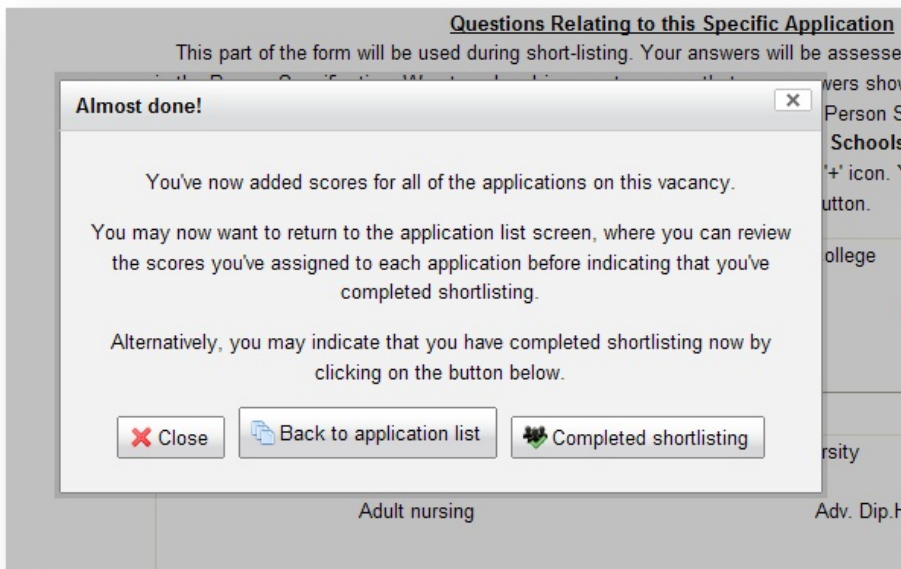
Please list clinical, management and leadership, research, teaching, professional etc courses you have attended over the past 3 years, in date order (up to 7 with most recent first). Please include courses in progress or approved for attendance in the near future and the expected date of completion. If you have completed a professional course which you believe to be relevant to this post, which falls outside the 3 year limit, please include it. All information disclosed on this application will be subject to verification.

Course title	Training provider	Duration	Year completed
Current Treatment options in Haematological Malignancies and Support Therapy	Royal College of Pathologists	1 day	2013
National Annual Post ASH Update Educational Seminar	National Institute for Health Research (NIHR)	1 day	2013
Medical Leadership and Management Training for Registrars	University of Warwick	1 day	2012
Good Clinical Practice (GCP) Refresher	NIHR	1 day	2012
Advanced Haematological Morphology and Haemoglobinopathy Diagnosis	Imperial College London	3 days	2012
Transfusion Medicine Training	NHS Blood and Transplant, Sheffield	4 weeks	2012


Repeat these steps until all applications have been scored:

1. **Score** the application.
 - i** If it does not meet a criteria enter 0 in the box. **Do not leave any boxes blank.**
2. Add a **note** (optional).
3. Click **Save**. This will automatically take you to the next application.

When you have scored all the applications in shortlisting, the following message appears:





 Note that once you have indicated you have completed your shortlisting you will no longer be able to edit your scores or comments. Therefore you must be satisfied that you *have* completed shortlisting before telling the system.

You have three options once you have scored the last application:

- **Close** to return to scoring the applications - useful if you know you need to go back to a particular application.
- **Back to application list** to review your scores in a list - do this if you want to check that you have been consistent in your scoring.
- **Completed shortlisting** will finalise your shortlisting of this vacancy.

When the last shortlister indicates that they have completed, the Lead Shortlister is informed that they may now examine all the scores (which remain invisible to them whilst scoring is taking place) and move some applications over to Interview.