



How to ensure a fair and robust shortlisting process

Once you have reached the closing date of your advertisement, you will need to shortlist your applicants.

- Have more than one person shortlisting.
- Ensure the people shortlisting will be the same as those on the interview panel.
- It is advisable to use a shortlist score sheet based upon the essential criteria from your JPP. You can measure this against the information supplied by applicants in their application forms. You should not use any additional criteria that was not requested via the application form. It is advisable to use a simple numerical scoring process. You may choose to weight particularly important criteria such as requiring a level 3 qualification for a manager role.
- If you use a numerical scoring process, scores for each section of the application form can be totalled and those who scored highly enough selected for interview. If all applications fall short of your minimal essential requirements, you must then make the decision as to whether the standard is sufficient to proceed to interviews or if you need to re advertise. Please see Safer Recruitment Best Practice Guidance for information on scoring for shortlisting.
- Ensure each shortlisting score sheet is kept securely for a set period of time in line with your GDPR policy and [Safer Recruitment Best Practice Guidance](#)

Benefits of shortlisting

- Selection is based on evidence taken solely from the stated, required criteria. This helps minimise unconscious bias and support equality.
- Rejections at this stage are based on candidates not demonstrating the required criteria and this can be used to give constructive feedback to help applicants understand what they are demonstrating effectively and what they are not.
- Along with the interview and any required tasks, it helps you in making a fair and robust assessment of the best candidate for the role.



Self-Disclosure Form

Providers should ensure all shortlisted candidates complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](https://www.gov.uk)

The disclosure should include the following:

- if they have a criminal history
- whether they are included on the barred list
- whether they are prohibited from teaching
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's social care
- if they have been disqualified from providing childcare and
- any relevant overseas information.

This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted.

Applicants should be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

Further information about self-disclosure forms can be found on the [NSPCC website](https://www.nspcc.org.uk)

