**SHORTLISTING ASSESSMENT FORM**

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| **Post:** |   |
| **Candidate's name:** |   |
| **Factor** | **Standard required** | **Assessment (1=Excellent, 5=Poor)** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** |
| Qualifications/education |   |   |   |   |   |   |   |
| Knowledge required (professional or on the job) |   |   |   |   |   |   |   |
| Experience required (of relevant parts of job) |   |   |   |   |   |   |   |
| Skills and aptitudes required (mechanical or manual dexterity, facility in use of words and figures) |   |   |   |   |   |   |   |
| Interests (intellectual, practical, constructional, social, artistic) |   |   |   |   |   |   |   |
| Personal qualities (influence over others, steadiness, dependability, self-reliance) |   |   |   |   |   |   |   |

This assessment should be made after taking all available information (eg application forms, references, submitted work) into account.