

Sample Shortlisting Matrix

YOUR COMPANY NAME/LOGO

	Candidate 1	Candidate 2	Candidate 3
Education			
Qualifications			
Knowledge			
Work history			
Reasons for applying for job			
Working with people			
Presenting & communicating information			
Writing & reporting			
Planning & organizing			
Self motivation			
Taking decisions			
IT skills			
Presentation			
Comments			
TOTAL			

You may find it helpful using a rating scale to rate the extent to which each applicant meets each of the selection criteria. Each selection panel should develop and agree on the ranking system that they will use during the short listing process. Remember that all essential qualifications **must be** met by the applicants to be considered for short listing.

5	Outstanding	Significantly exceeds the criterion required for successful job performance.
4	Excellent	More than exceeds the criterion.
3	Good	Exceeds the criterion.
2	Adequate	Meets the criterion.
1	Inadequate	Does not meet the criterion.
0	Evidence demonstrated that the candidate did not meet the competency or criteria	Cannot be assessed on the evidence provided.

Email: you@yourwebsite.com
Phone: your phone number

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Your Company Name
www.yourwebsite.com



This project has received funding from the European Union's Horizon 2020 Research and Innovation programme under the Marie Skłodowska-Curie grant agreement No. 734824.

For more information about this project please see:

www.getm3.eu

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