Shortlisting checklist

Step 1: Determine Your Shortlisting Criteria

☐ Work with your Talent Acquisition team to agree on the role's shortlisting criteria

☐ Sort criteria into two categories: essential and desirable

Step 2: Create A Unique Shortlisting Scorecard

☐ Create a standardized candidate scorecard to use for ranking candidates

☐ Assign values to each qualification based on its importance to that specific role

☐ Use this scorecard to objectively compare candidates' qualifications

Step 3: Determine The Size Of Your Applicant Shortlist

☐ Based on your existing recruiting cycle, identify your current conversions rates

☐ Application-to-interview conversion rate

☐ Interview-to-offer conversion rate

☐ Offer to accepted conversion rate

☐ Work backwards to determine the ideal number of candidates you will need to shortlist to fill the open position you are working on

Step 4: Screen Candidates And Evaluate The Resources You Need

☐ Determine the recruiting resources you will require to screen every single applicant

☐ How long does it take to manually screen one resume

☐ Based on that number, how many recruiters do you require to screen every applicant?

☐ Screen each applicant using your scorecard, use these totals to rank candidates

☐ Interview candidates beginning with the individuals that scored the highest

☐ Consider automating this process

Read more at https://ideal.com/wp-content/uploads/2017/06/Shortlisting-Criteria-Checklist-Final.pdf

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