Agree a rating scale (or scoring mechanism) to use to assess each criterion. Three or four point scales are usually used in shortlisting as the amount of information presented tends not to lend itself to finer distinctions. Choose a scale that the panel feels comfortable with (see examples below).

Fair Recruitment Guide

**Section 4 / Template 3**

Shortlisting: Rating scales

The following is an example of a shortlisting form or a template which you can then edit. It also provides an example of some shortlisting rules. It is

recommended that you do not simply use this example. Please discuss and agree your own template and shortlisting rules with your chambers and panel members.

|  |
| --- |
| **Candidate number:** |
| **Selection criteria** | **Rating scale** |
| **1****Not met** | **2****Partially met** | **3****Fully met** | **4****Exceeds** |
| Criteria 1 |  |  |  |  |
| Criteria 2 |  |  |  |  |
| Criteria 3 |  |  |  |  |
| Criteria 4 |  |  |  |  |
| Criteria 5 |  |  |  |  |
| Criteria 6 |  |  |  |  |
| Criteria 7 |  |  |  |  |
| Criteria 8 |  |  |  |  |
| Criteria 9 |  |  |  |  |

Fair Recruitment Guide: Section 4 | ©2021 The Bar Council 1

|  |
| --- |
| **Shortlisting rules (an example):** |
| Basic rule: | All selection criteria should be a minimum of 2 or above. |
| Advanced rule: | Any selection criterion that is rated as 1 (Unsatisfactory) should be rejected.If more than two selection criteria are rated as 2 or below, they should be rejected. |
|  |
| Comments/evidence |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Does the applicant have a disability?** | Yes |  | No |  |
| (For those chambers who have the Two Tick Symbol): If the applicant has indicated that they have a disability and they would like to take part in the guaranteed interview scheme, then place a tick in the following box: |
|  | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invite to 2nd stage?** | Yes |  | No |  |

2 Fair Recruitment Guide: Section 4 | ©2021 The Bar Council