

Managers Guide

Shortlisting

Guide Summary: Shortlisting a Vacancy

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Shortlisting a Vacancy

This document will guide you through the shortlisting process, further information can be provided through the Resourcing Team.

Timescales

It is important to shortlist your vacancy as quickly as possible following the closing date to ensure candidates remain interested, to uphold a good impression of the Trust and to help ensure an expedient recruitment process. TRAC will automatically set a review of 3 days following the closing date and will send standard reminder emails. Should a post fail to be shortlisted within 2 weeks of closing, the appropriate Head of Operations will be notified. The Recruitment Team will be able to assist with any queries.

Shortlisting Panel

Ideally all members of the interview panel should shortlist candidates; however, if this is not possible the Recruiting Manager plus at least one other panel member should shortlist. In order to complete the shortlisting process on Trac, all shortlisters must separately complete their own. If you wish to shortlist together using one account, please ensure you advise the Resourcing team.

Unconscious Bias

Influences such as our background, experiences and environmental conditions can all play a part in shaping our choices, whether we realise it or not. For the most part, this is not a major issue but we display unconscious bias when we favour or discriminate against people because of these influences without even realising it. This could potentially cause problems in people-related decisions, one of those being recruitment.

To help mitigate this you will be unable to see any of the candidates' personal information such as name, address, date of birth etc. At this stage the only information visible will be qualifications, employment history, professional registration and additional information.

Online unconscious bias training is available; if you feel you would benefit from this please inform the recruitment department.

Trust Values and Behaviours

Our Trust values are linked to our vision, strategy and goals. Values are the things that matter to us: our judgements of what is important in life and describe us as an organisation. It's important that we recruit the right people – who not only have the right skills and experience to do the job, but are able to sign up to and demonstrate our values and behaviours in practice. As part of the recruitment process we will ask applicants to

demonstrate this within their application and interview. This can then form part of the shortlisting criteria.

We are Caring

We treat people equitably and value their different experiences.

We know we are doing this when:

- *We value everyone for their unique contribution to our Trust whatever their diverse backgrounds*
- *We are kind, always showing compassion*
- *We praise good effort and good results, always showing appreciation*

We are Fair

We are good role models (to each other and the public we serve), being accountable for what we do and how we behave.

We know we are doing this when:

- *We are confident in presenting new ideas – we speak up and we support our colleagues to do the same, particularly those colleagues from diverse backgrounds*
- *We are open and honest*
- *We learn from mistakes, aiming to get things right first time, exploring new ideas when we can*

We Are Innovative

We work as one team to deliver, improve and transform care through continuous improvement.

We know we are doing this when:

- *We are professional, always seeking to do the right thing*
- *We create and share knowledge with patients, each other and our professional communities*
- *We continuously strive to make things better and to pioneer new ways of doing things*

Shortlisting Criteria

All shortlisting is to be completed electronically via TRAC using the essential criteria from the person specification. This information is pre-programmed into the shortlisting matrix on TRAC in readiness the shortlisting panel. The criteria should then be used against the information recorded on the application form in order to identify whether an applicant meets the essential criteria and should be shortlisted for interview. The following scoring should be used

0 – Does Not Meet Criteria

1 – Partially Meets Criteria

2 – Fully Meets Criteria

If there are a high number of shortlisted applicants once a shortlist has been undertaken against essential criteria, shortlisting panels can then use the desirable criteria to undertake a second shortlist. The shortlisting decision should be consistent against all applicants.

Once all Shortlisters have individually scored every applicant, it is the responsibility of the Lead Shortlister (usually the Recruiting Manager) to update each application on TRAC and move them to:

Shortlisting: Rejected, Interview: Reserve or Interview: Interview

The TRAC system will automatically list applicants by highest to lowest essential criteria score (worked out from the combined scores of each shortlister) to create an overall score.

4 applications in Shortlisting: Evaluate

Currently sorted by All scores

Select apps	ID	Pri	Int	Immigration	Country	Received	Notes	SL scores E, D
<input type="checkbox"/>	8059051	Tp	I		GB	8-Oct-19		SL1: E:4/4 All: E:4/4
<input type="checkbox"/>	8059052	✓ R	I	UK/EEC	GB	8-Oct-19		SL1: E:3/4 All: E:3/4
<input type="checkbox"/>	8059053				GB	8-Oct-19		SL1: E:2/4 All: E:2/4
<input type="checkbox"/>	8059054				GB	8-Oct-19		SL1: E:2/4 All: E:2/4

Select apps:

All in Shortlisting: Evaluate (all pages) All on this page Deselect all

Manage applications

→ Move to Interview → Move to Interview Reserve list → Offer work trial ⊖ Rejected 📄 Add note

TRAC will highlight applicants that have priority status using the following symbols:-



The two-ticks icon indicates a disability that may require support in the workplace



Confirmed redeployment candidate(s) will display an 'R' icon

If any applicant displays one of these symbols and meets the essential criteria you **must** shortlist them. TRAC will alert you should you not select a priority applicant and will ask you to reconfirm. If you are unsure please review those applications marked in the **Pri** column.

Disability Confident Scheme.

The Two Ticks symbol - 'Positive About Disabled People', was replaced by the Disability Confident Scheme in 2016. The Trust is currently a Level 2 Disability Confident Employer. This means that all disabled candidates **who meet the minimum essential criteria for the**

job are guaranteed an interview and must be short-listed. This is positive action in accordance with our accreditation with the Department for Work and Pensions.

If you are unsure whether you are compliant please contact the Resourcing Team for further guidance.

A guide to shortlisting through TRAC can be found at:

<https://admin.trac.jobs/userguide/132678352.html>

Delegated Access - TRAC

Delegated access to TRAC may be provided in certain circumstances, for example if you are unable to shortlist due to leave but authorise a deputy to complete on your behalf. Should you wish to utilise this, please email the recruitment team who will arrange this for you.