# Shortlisting candidates - Scorecard (Participants)

When to use this scorecard

This scorecard will help you shortlist the candidates you will interview, based on their application and CV.

If more than one person is doing the shortlisting, each person could fill in their own template before comparing notes.

To use the template, fill in the blanks, indicated by (grey highlighted text in brackets).

See the next pages for steps on using the scorecard.

## Step 1: Assess candidates for essential and desirable requirements

* Enter essential and desirable requirements in the left-hand column of the table below. If you developed a position description, you will already have this information.
  + For example, Driver’s Licence, available on Saturdays, etc.
  + Add additional rows to the table if you have additional requirements
* Add the name of the applicants at the top of each column. This table assumes you have three applicants. Add or delete columns to suit your needs.
* Review application letters and CVs for each applicant, tick the boxes for applicants who meet the essential requirements and the same for any desirable requirements
* Applicants who meet **essential** requirements can progress to the next stage of assessment (see the next page). If you have too many applicants, you could use your desirable criteria to shorten the list of those you will interview.

| **Position Title: (Position Name)** | | | |
| --- | --- | --- | --- |
| **Applicants** | **(NAME)** | **(NAME)** | **(NAME)** |
| **Essential requirements** | | | |
| 1. (Example: Auslan fluent) |  |  |  |
| 2. (Example: Current driver’s licence) |  |  |  |
| 3. (Example: Available Saturdays) |  |  |  |
| 4.(Insert additional requirement/s here) |  |  |  |
| **Desirable criteria** | | | |
| 1. (Example: previous experience in the disability sector) |  |  |  |
| 2. (Insert additional requirement here) |  |  |  |

## Step 2: Scan CV for capabilities aligned to the Framework capabilities and any other criteria

Use this section to record whether applicants demonstrate evidence of the key capabilities and other criteria you want to assess.

* Enter the key capabilities and any other specific skills and knowledge (other criteria) you want to assess in the left-hand column.
* Enter the applicants’ names in the top row, adding or deleting columns if required.
* Using to the [NDIS Workforce Capability Framework](https://workforcecapability.ndiscommission.gov.au/framework/level" \l "gen_ourRelationship_0_0) as a guide to what to look for as evidence of each key capability, read through the CV of each applicant and tick the relevant box if they provide evidence of the capabilities and any other required criteria.
* If the application or CV doesn’t provide sufficient evidence of the capabilities and other criteria you are looking for, but but you think they could otherwise be suitable, make a note of it in the bottom row as a prompt to investigate further at the interview or in another type of assessment you have planned.
* You can also use the last row to enter comments on individual applicants, for example, if an applicant has a particular strength in one of the criteria or would bring valuable experience or meets a criteria but not very strongly. These comments may help you make a final decision about which applicants to interview.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment criteria** | **(NAME)** | **(NAME)** | **(NAME)** |
| **Framework Capabilities** | | | |
| Example - Our Relationship:  Communicate effectively |  |  |  |
| Example - Support Me:  Build my capacity to participate | ☐ | ☐ | ☐ |
| Example - additional identity capability: Be Responsive to my Culturally and Linguistically Diverse Identity |  |  |  |
| Example - other |  |  |  |
| Example - other |  |  |  |
| **Other criteria** | | | |
| Example - knowledge of and ability to perform PEG feeding |  |  |  |
| Enter any additional criteria | ☐ | ☐ | ☐ |
| **Areas to follow up at interview or other type of assessment/comments** |  |  |  |