# Shortlisting candidates - Scorecard (Providers)

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. You will have this information in your position description.
  + 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 as shown. Add columns if you have more than 6 applicants
* Review application letters and CVs for each candidate, marking an ‘x’ in the boxes for each applicant who meets the essential requirements and the same for any desirable requirements
* An applicant who ticks each **essential** box could progress to the next stage of assessment. If you have too many, you could use your desirable criteria to shorten the list of those you are considering for interview.

| **Position Title: (Position Name)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicants** | **(NAME)** | **(NAME)** | **(NAME)** | **(NAME)** | **(NAME)** | **(NAME)** |
| **Essential requirements** | | | | | | |
| 1. Example: NDIS Worker Screening Check |  |  |  |  |  |  |
| 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 have decided to assess.

* Enter the key capabilities and any other specific skills and knowledge (other criteria) you want to assess in the left-hand column.
* Record the applicants’ names in the top row as shown, adding additional columns if required.
* Using to the NDIS Workforce Capability Framework as a guide to what to look for as evidence of each key capability, read through the CV of each applicant and mark the relevant box if you see evidence of the capabilities and any other required criteria.
* If a candidate’s application or CV doesn’t include sufficient evidence of some of the capabilities you need, 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 for comments, 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) | (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** |  |  |  |  |  |