

Shortlisting Score Sheet

The most relevant criteria from the job description/person specification should be used for shortlisting. Score each candidate out of a maximum of 5 and total in the Total Score column

More criteria columns can be added if necessary to include essential and desirable criteria. Please indicate clearly Essential or Desirable

Vacancy Job Title:		Pride in Place Chair							
No.	Name	Criteria 1 <i>Connection to community</i>	Criteria 2 <i>Leadership and chairing experience</i>	Criteria 3 <i>Understanding of community/place-based work</i>	Criteria 4 <i>Partnership working</i>	Criteria 5 <i>Commitment & reliability</i>	Criteria 6 <i>Values & behaviours</i>	Total Score	Rank
								Score each criteria 0 - 5 Add extra criteria boxes if needed Record total of criteria	Rank candidates dependant on total score. Use 5 as highest

Score each criteria 0 - 5. (0=doesn't meet requirements and 5=fully meets requirements). Add extra criteria boxes if needed. Record total of criteria.

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