

Shortlisting Criteria

Depending on the type of job you are advertising, there may be lots of applications or very few. When sorting through numerous applications it is important to establish the criteria you are going to use to both eliminate and shortlist applications.

A good starting point is the selection criteria developed as part of the job description for the role. Essential criteria will be critical to allow you to eliminate any applicants that cannot demonstrate they meet these requirements. To make the shortlisting process easier, ensure your job advertisement makes it clear what you are looking for in a successful candidate. In addition to those essential criteria some other aspects of the application can be used to shortlist candidates:

- Adherence to instructions in the job advertisement e.g. provide a cover letter
- Application free from spelling and/or grammatical errors (depending on the job you are recruiting for)
- Has the applicant addressed selection criteria in their application?
- Experience in industries or organisations like yours (where this is required to be successful in the role)
- Has the applicant demonstrated they understand what your business does in their application?

If you do not receive any applications that meet your essential criteria you should go back to the job description to see if you are being realistic. You may need to consider:

- Training applicants
- Training the staff you have
- Re-designing the job
- Engage labour hire
- Use a recruitment agency

You need to be able to justify how and why applicants were shortlisted for the position to ensure the process was fair and non-discriminatory.