Shortlisting scoring and assessment matrix

Can be tailored to suit your assessment and reporting requirements.

# Applicant scoring guide

|  |  |  |
| --- | --- | --- |
| **Exceeds criteria [EC]** | **Demonstrates criteria [DC]** | **Does not demonstrate criteria [NDC]** |
| * Identified and linked all relevant issues.
* Described the situation and skills applied at a high level.
* Displayed high levels of initiative and/or innovation.
* Identified significant opportunities.
* Achieved outcomes of a high standard.
 | * Identified and linked most relevant issues.
* Described the situation and skills applied.
* Displayed good level of initiative and/or innovation.
* Identified opportunities with good impact.
* Achieved good, relevant outcomes.
 | * Identified few or no relevant issues.
* Provided few or no specific examples
* Displayed little or no initiative and/or innovation.
* Identified opportunities with very little or no impact.
* Achieved few or no outcomes.
 |

# Applicant assessment template

## Application job requirements

|  | **Name of applicant:** | **Suitable/ not suitable for interview** |
| --- | --- | --- |
|  | **Position:** | **Assessor/s:** |
| **Criteria 1** | **Criteria 2** | **Criteria 3** | **Criteria 4** | **Criteria 5** | **Criteria 6** |
| Write criteria |  |  |  |  |  |
| Score the applicant |  |  |  |  |  |
| * List current job position held and dates
* List qualifications
* Write short excerpt on how applicant meets/does not meet the assessment criteria
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