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 | | | | | | |