

**Cumbria Fire and Rescue Service**

**Promotion Board Shortlisting Form**

If you have any queries while completing this form, please contact the Resourcing & Talent Team, via email: [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

**Part 1 – Process**

Please note that shortlisting is anonymised for all promotion boards to remove bias where possible. Therefore, all candidates will be given a number. If you begin shortlisting a candidate and can identify who they are, please let the Resourcing team know and we can ensure another panel member initially scores.

The Shortlisting panel is advised to agree a benchmark **before** beginning to shortlist any candidates.

Following initial scoring, the shortlisting panel will moderate the scores with the aim of ensuring consistency and fairness.

**Part 2 – AEP and Guaranteed Interview Scheme**

The Resourcing & Talent team will review whether applicants have declared they are on the AEP or would like to be considered for the Guaranteed Interview Scheme.

**AEP**

Where an AEP employee meets or reasonably meets the essential criteria for the post, they will be invited to interview. Where there are gaps in the essential requirements, serious consideration should be given to whether with reasonable additional training, coaching, or mentoring would enable the AEP candidate to acquire them within a reasonable period of time.

For the purposes of shortlisting against the essential criteria for a role, the below will be considered for AEP Candidates:

Qualifications:

*Do they hold similar subject qualifications at a similar level as those required for the post?*

*Where applicable, can they demonstrate demonstrable equivalent experience?*

Experience:

*Does the applicant have similar experience or transferable experience which means that they could adapt to the role in a reasonable period of time?*

Knowledge:

*Does the applicant have an acceptable level of knowledge of the areas of work?*

*Or can the knowledge be gained within a reasonable period of time with suitable training?*

Skills:

*Does the employee have transferable skills which would enable competence within the role within a reasonable timescale?*

Guidance can be sought from the Resourcing team when determining the appropriateness of transferable skills.

**Guaranteed Interview Scheme**

If a candidate has indicated they wish to be considered for the Guaranteed Interview Scheme, the Resourcing team will check that they meet the essential criteria for the role, and if they do, they should be offered an interview alongside other applicants that meet the essential criteria.

The shortlisting panel and Resourcing team must evidence the shortlisting decisions, providing detailed information where candidates are not shortlisted / appointed and the considerations/adjustments that were considered in the decision-making process.

**Part 3 - Confidentiality**

This form needs to provide accurate information and candidates can request a copy of it. It is a confidential document and should not be shared with any members of staff who aren’t a part of the assessment days.

**Part 4 – After Shortlisting**

Once Shortlisting has been completed, the Resourcing team will gather all forms and store them securely. They will also inform any unsuccessful candidates.

The Resourcing team will then work on inviting successful candidates to the next stages of the process and will also liaise with candidates to discuss reasonable adjustments if required. If a candidate consents to the reasonable adjustments being shared with the panel, the Resourcing and Talent team will get in touch directly with the promotion board panels.

For any queries or support during the shortlisting process, please do not hesitate to contact the Resourcing and Talent team for advice.

[Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

**Part 5 – Candidate Shortlisting**

|  |  |
| --- | --- |
| **Vacancy Title/Reference number** |  |
| **Applicant no.:** |  |
| **Name of Person/s Shortlisting:** |  |
| **Date:** |  |
| **Benchmark Score**  **(Shortlisting panel to agree)** |  |
| **Signed:** |  |

**AEP and Guaranteed Interview Scheme**

|  |  |  |
| --- | --- | --- |
| **AEP** | | |
| **If the applicant has confirmed they are on the Alternative Employment Programme (AEP?), do they reasonably meet the essential criteria for the role?** | **Yes** | **No** |
| **Please provide evidence of decision making:** | | |
| **Guaranteed Interview Schemes** | | |
| **If the applicant has confirmed they would like to be considered under the Guaranteed Interview Scheme, do they meet the essential criteria for the role?** | **Yes** | **No** |
| **Please provide evidence of decision making:** | | |

**Essential Criteria**

Prior to shortlisting the panel should agree an initial benchmark score which applicants must achieve in order to be shortlisted.

* This would apply to apply to all candidates except those on the Alternative Employment Programme (AEP). AEP candidates only need to meet a minimum benchmark to be shortlisted. This means they only need to ‘**reasonably”** meet the essential criteria and demonstrate a minimum score of 2, across all areas, as outlined below.
* **All eligible applications must be shortlisted against the criteria as outlined in the person specification for the post. Scores can be awarded as:** 
  + 0 - No match / criteria not met
  + 1 - Insufficient match / information
  + 2 - Satisfactory match / reasonably meets criteria
  + 3 - Slightly exceeds criteria
  + 4 - Markedly exceeds criteria
  + 5 - Exceeds the criteria to an exceptional level
* Applicants who reach the agreed benchmark should be invited to interview. However, there may be circumstances where there are a large number of strong candidates who meet and exceed the benchmark and it may not be feasible to interview everyone. It is advised in these circumstances that the panel invite the highest scoring applicants to interview along with those that meet any AEP or Guaranteed Interview criteria.

|  |  |  |
| --- | --- | --- |
|  | **Comments** | **Score** |
| **Qualifications & Training** |  |  |
| **Knowledge** |  |  |
| **Experience** |  |  |
| **Skills / Behaviours** |  |  |
| **Other** |  |  |
| **Total Shortlisting Score** | |  |
| **Is this candidate to be invited to interview** | | **Yes/No** |