Shortlisting record

**Scoring**:

3 - Fully meets criteria

2 - Partially meets criteria

1 - Slightly meets criteria

0 - Does not meet criteria

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| **Role details** | |
| Job title | Team |
| Assessor(s) | Start date of role |

**List all criteria below from Person Specification, insert candidates’ initials at top of column, rate scores for each**

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| **General** – essential criteria |  |  |  |  |  |  |  |  |
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| **General** – desirable criteria |  |  |  |  |  |  |  |  |
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| **Qualifications & training** – essential criteria |  |  |  |  |  |  |  |  |
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| **Qualifications & training** – desirable criteria |  |  |  |  |  |  |  |  |
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| **Experience** – essential criteria |  |  |  |  |  |  |  |  |
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| **Experience** – desirable criteria |  |  |  |  |  |  |  |  |
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| **Knowledge, skills & abilities** – essential criteria |  |  |  |  |  |  |  |  |
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| **Knowledge, skills & abilities** – desirable criteria |  |  |  |  |  |  |  |  |
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| **Personal qualities** – essential criteria |  |  |  |  |  |  |  |  |
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| **Personal qualities** – desirable criteria |  |  |  |  |  |  |  |  |
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| **Overall rating** |  |  |  |  |  |  |  |  |

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| **Signed (assessor)** | **Date** |