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|  |  | |  | | --- | | **PANEL CHAIR CHECKLIST** | |  |  |
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|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  | | --- | | **ACTIVITY** | | | |  |  |  |  |  |  | |  | | --- | | **Y/N** | |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  | | --- | |  | | | | | | |  | |  |  |  |  | |  | | --- | | Are at least 2 members of the panel shortlisting for the role (including the Chair) gender balanced? | | | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  | | --- | |  | | | | | |  | |  |  |  |  | |  | | --- | | Has the criteria been defined ie relevant, recent, about to obtain etc*?* | | | | |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  | | --- | |  | | | | | | |  | |  |  |  |  |  | |  | | --- | | Have the shortlisted candidates demonstrated that they have met all the essential experience and qualifications criteria (eg not simply stated it but is inherent in their job title or covered in body of application form or CV)? | | | | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  | | --- | |  | | | | | | |  | |  |  |  | |  | | --- | | Have the interview format and weightings been agreed (that are objectively justifiable and which directly and clearly correspond to the criteria described in the job description and the personnel specification)? | | | | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  | | --- | |  | | | | | | |  | |  |  |  |  |  | |  | | --- | | Have all sections of the shortlisting form been completed (to include presentation titles, assessments and timings for interview)? | | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  | | --- | |  | | | | | | |  | |  |  |  |  | |  | | --- | | Has the Chair sought and agreed consensus on outcome of shortlisting and rationale for outcomes? | | | |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |  |

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|  | |  | | --- | | **Outline of Essential & Desirable Criteria for Qualifications and Experience - Please highlight criteria applied for Shortlisting** | |  |
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|  | |  |  |  | | --- | --- | --- | | **Qualifications** |  |  | | **Essential** |  | | **Desirable** |  | |  | | **Experience** |  |  | | **Essential** |  | | **Desirable** |  | |  | |  | |  |
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|  | |  | | --- | | **Please specify any additional criteria from the Candidate Information which has been applied, eg Driving Licence** | |  |
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| |  | | --- | | **QUEEN'S UNIVERSITY BELFAST - PEOPLE AND CULTURE - SHORTLISTING FORM Date:**  **Please see below the list of candidates who have applied for the above post. Candidates should be shortlisted against the criteria set out in the Employee Specification.**  **Where candidates are not shortlisted, the reason for non-shortlisting must be recorded. This reason may include inappropriate experience, lack of qualifications, not enough information etc**  **Where other factors are used, care should be taken to ensure that they are adequately recorded.**  **Name of Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |  |
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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Name** | **Title** | **App**  **Code** | **Qualifications Essential** | **Qualifications**  **Desirable** | **Exp/Teach\*/Res\***  **Essential** | **Exp/Teach\*/Res\***  **Desirable** | **Shortlist**  **Yes** | **Shortlist**  **No** | **Comments**  **Please record reason(s) for non-shortlist** | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | |  |

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| |  | | --- | | **INTERVIEW DETAILS - TO BE COMPLETED BY CHAIR OF PANEL** | | | | | | | | | |  |
| |  | | --- | | **DATE OF INTERVIEWS** | |  | |  | | --- | |  | | |  | | --- | | **MS TEAMS ACCEPTABLE?** | | | | |  | | --- | |  | | |  | | --- | | **LOCATION** | |  |  |
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| |  | | --- | | **TIME PANEL TO MEET** | |  | |  | | --- | |  | |  | |  | | --- | | **TIME INTERVIEWS COMMENCE** | | |  | | --- | |  | | | |  | | --- | | **DURATION OF INTERVIEW** | | |  | | --- | |  | |  |
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| |  | | --- | | **OTHER DETAILS** | | | | | | | | | |  |
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| |  | | --- | | **NAME OF P&C REPRESENTATIVE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |
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| |  | | --- | | **NAME OF CHAIR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |