**RECRUITMENT SHORTLISTING FORM**

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| **Panel Member** |  | **Interview on**  |  |
| **Position** |  | **Job Requestion No.** |  |

Reading the compiled application PDF, please review each application and cross-check with the Key Position Capabilities by placing an **X** in the associate box for the candidate if you believe they meet that capability. If you deem the candidate’s application satisfactory and they were able to answer to the KPIs, then please advise if you believe that applicant should progress to interview with placing a **Y** in the Interview box with any associated comments. Further Comments can be added at the end of the form.

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|  | CANDIDATES |
| KEY POSITION CAPABILITY |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  |  |  |  |  |
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|  |  |  | TO INTERVIEW |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**FURTHER COMMENTS:**