

# SAMPLE SHORTLIST REPORT

## Post Information

Post Title	
Grade	

## Advertising Information

Dates advertised	
Locations advertised	
Closing date	
Number of applicants shortlisted:	

## Shortlist Board Information

Member	
Member	

The Shortlisting Board met on ---- to consider all applications of candidates for the position of ----.

Based on the selection criteria the following applicants have been short listed for interview:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A signed copy of the shortlisting assessment sheet is attached.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_