How to shortlist for interview

Shortlisting
The interview panel should carry out shortlisting within two weeks of the closing date of the job advert. If there is a delay in shortlisting, the chairperson is responsible for advising all candidates using Talentlink.

Selection of the Interview Panel
The chairperson is normally the recruiting manager and is responsible for the whole recruitment process. Panel members should stay the same throughout the process. The chairperson must be trained and panel members should be trained in Recruitment and Selection before participating in any part of the process. There is an online learning package as well as a practical skills course to assist with this.

There should be three panel members to ensure that fair recruitment takes place, however two people may interview for lower graded posts or in specific situations where this is considered appropriate. If possible, the panel should have a gender balance and include the line manager.

If a panel member has a personal relationship with a candidate, for example a relative or friend, they should tell the chairperson who will decide if the panel member is impartial. If the chairperson has a personal relationship with a candidate,
How to shortlist for interview

consideration should be given to appointing a new chairperson. A replacement panel member may be appointed if there is any uncertainty. This also applies to Elected Members involved in the recruitment of Chief Officers.

Where multi-agency panels (including panel members from organisations external to the Council) are used, all panel members should be appropriately trained by the relevant organisation.

Sometimes it may be appropriate to include service users or Parent Councils in the interview process. They will not be involved in the decision making process. If this is the case, anyone who will be on the panel must have an understanding of the recruitment process and comply with this policy. Services, along with HR, will develop specific guidance as required to meet the needs of their service users undertaking this role, which will be discussed with Trade Unions as required.

Any attempt to influence the decision of the interview panel in favour of a particular candidate will be considered as canvassing. Any such incidents should be immediately referred to the Head of Human Resources and Business Transformation.

In the case of interviews for Headteachers and Depute Headteachers, the interview panel should be appointed in accordance with Scottish Schools (Parental Involvement) Act 2006, Appointments (Scotland) Regulations 2007. The Appointment Procedure for Headteacher/Depute Headteacher Posts includes guidance in relation to Parent Council involvement.

Shortlisting Process

The interview panel should shortlist the applications online on Talentlink using the shortlisting analysis form and shortlisting matrix which should be completed with the essential criteria established in the person specification and desirable criteria if necessary. Where possible, application forms should not be printed.

Once the short list has been finalised and agreed, the chairperson should make arrangements to:

- inform all candidates whether they have been invited for interview or not shortlisted, using Talentlink
- arrange a specific email to candidates applying under the guaranteed interview scheme
- if there is only one or there are no suitable candidates, contact the HR Helpdesk at hrhelpdesk@falkirk.gov.uk for advice

If there are a high volume of applications for a post, the panel can enhance the criteria, in a fair way relevant to the post, to help shortlisting.

Version 1 – June 2019
How to shortlist for interview

If a candidate wants to complain about Falkirk Council’s recruitment and selection process, they should be issued with a copy of the Recruitment and Selection Complaints Procedure.