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| Applicant shortlisting matrix |
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# Shortlisting strategy

* Description of the shortlisting assessment strategies applied—how the panel determines which applicants should proceed to the next assessment step.
* A separate matrix should be prepared for each shortlisting strategy used.
* Indicate if the panel sought any other information from an applicant that would give them the opportunity to show how they fit with the role and demonstrate. that they are the person best suited to the position.
* Clearly document why a person is assessed as being suitable to move onto the next step in the recruitment and selection process.

## Examples

1. The selection panel reviewed the resumes and covering letters of all applicants against the key capabilities for the role.
2. Applicants completed a work test which was assessed by the panel (attach copy of the work test and assessment guide).

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| Applicant name | Shortlisting assessment comments | Shortlisted (Yes/No) |
|  | Instead of relying on merit alone, panel members must select the eligible person best suited to the position by considering a person’s eligibility and their whole contribution by using a holistic assessment of their suitability. The [Recruitment and selection directive](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/recruitment-and-selection-directive-0723) includes some attributes that a panel may consider, including when shortlisting.  At the shortlisting stage, the panel firstly needs to check whether the applicant is an eligible person, and must ensure that applicants meet:   * citizenship or residency requirements under [section 47](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.47) of the Act, to ensure that they are either an Australian citizen, or reside in Australia and have permission, under a law of the Commonwealth, to work in Australia. This information is available in Springboard under the ‘work status’ question, and the panel may also confirm this information directly with the applicant * any mandatory conditions or qualifications of the position * for identified roles, the mandatory attribute/s applicants must possess for the role, and any required evidence of the attribute/s.   Next, panel members must conduct a holistic assessment of applicants to decide who is best suited to the role by considering:   * if the applicant has the ability to perform the requirements of the role, including the extent to which the person has the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the carrying out of the duties of the position * compliance with any relevant direction given by your chief executive to reflect the equity, diversity, respect and inclusion obligations found in [chapter 2](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.2) of the Act. This direction may be given based on a relevant policy, an equity and diversity plan or audit (where relevant), the specific requirements of a vacant position, or any other basis the chief executive considers relevant having regard to the purpose in [chapter 2](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.2) of the Act * how the applicant carried out any previous employment * the applicant’s potential to make a future contribution to the organisation (including the extent to which the person has potential for development) * where relevant, the extent to which the proposed decision would contribute to fulfilment of the organisation’s equity, diversity, respect and inclusion obligations under [chapter 2](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.2) of the Act. For example, the objectives, strategies and targets stated in the entity’s equity and diversity plan. These criteria may be considered even if the chief executive has not given a relevant direction. |  |
| Jane Smith – short listing strategy #1 (review of application) | **Example**  For an AO5 policy officer role– the shortlisting strategy used was toreview the applicant’s responses to the selection criteria, resume and covering letter.   * Jane Smith has indicated in her Springboard responses under the “work status” question that she is an Australian citizen. * There are no mandatory qualifications or conditions required for this position, however the position description states that relevant tertiary qualifications in policy, law or a related field will be favourably regarded. Ms Smith possesses a Bachelor of Arts degree (majoring in policy) from the University of Queensland. * Ms Smith is currently an AO4 policy officer with Department X, responsible for providing policy advice to internal and external stakeholders, both in person and writing. Her role requires her to work closely with team members in contributing to policy reviewing projects as well as supporting her team in consultative processes. Ms Smith’s application provides examples of a strategy she uses to manage multiple priorities and meet deadlines, including implementing a team reporting register. * The agency’s equity and diversity plan, supporting the Workforce Strategic Plan, identifies a need to recruit more people to allow them to meet the target of 4% Aboriginal and Torres Strait Islander employees. * In the SmartJobs application process Ms Smith shared that she identifies as a First Nations woman. * Ms Smith’s resume shows evidence at the AO3 level of having some experience with policy work, although that position was more focused on administrative assistance and supporting a ministerial correspondence function. * Although Ms Smith has only worked in the field of policy for 2.5 years, her resume and examples demonstrate quantifiable achievements in providing policy advice that is carefully considered and based on a clear rationale. * This was further demonstrated in a work test Ms Smith was given that required preparation of draft advice, please see information about second shortlisting strategy below. | Yes |
| Jane Smith – short listing strategy #2 (work test) | **Example**  For an AO5 policy officer role– the shortlisting strategy used was a work test requiring preparation of draft advice.   * Ms Smith’s advice was technically accurate and was structured clearly and succinctly. Ms Smith didn’t simply excerpt large sections of the legislation, but instead provided insightful interpretation as required by the scenario. She accurately identified and analysed 4 out of the 5 key issues the panel had noted as being important to the response. | Yes |