



# Screening Process

## Recruitment and Selection

The University asserts that its staff are its greatest asset and that it holds all the various categories in equal esteem.

### 2.5 The Screening Process

The Head of School/Unit has responsibility for the screening/shortlisting of all applications received so as to produce a workable shortlist for interview. Other appropriate staff members from the School/Unit may also be asked to participate in the screening/shortlisting process, but at least one other appropriate person must be involved. Those involved must ensure that all applications are treated confidentially. All applications received and all relevant information used in the screening/shortlisting process can be made fully available to members of the Selection Board if required. Given the need for adequate attention to each candidate, a maximum of 8 candidates should be shortlisted for final interview in any one day.

### Procedures for Screening / Shortlisting

Prior to shortlisting, the Head of School/Unit should prepare selection criteria for every vacant position and the selection decisions should be based on these criteria. All screening should be based on the application and measured against the requirements specified in the selection criteria. Those participating in the screening process therefore require a full set of applications, together with the selection criteria, job description and further particulars. Only those candidates who meet all the essential criteria should be shortlisted and considered for interview.

Due to the competitive nature of competitions, it may be necessary to review and add to the minimum criteria for selection as outlined in the advertisement. Any additional criteria should be drawn up and recorded before interviews begin and made available to the Selection Board. Preliminary interviews may sometimes be used to assist in screening/shortlisting. Screening should be carried out as soon as possible after the closing date for receipt of applications. The Head of School/Unit is responsible for ensuring that the reasons for not shortlisting each rejected candidate are clearly recorded.

The Human Resources Office should notify in writing all candidates who have not been included on the shortlist that their application was unsuccessful. This will be done as soon as the shortlist is determined, unless the Head of School/Unit requests that this action be delayed until after the interviews.



All candidates should be advised promptly by the Human Resources Office of interview times and any other arrangements, bearing in mind the need for adequate notice to prepare for the interview and for any other requirements such as presentations, etc.

## Role of The Head of School / Unit

The role of the School / Unit in the screening and interview processes is summarized as follows:

In co-operation with the Human Resources Office and other appropriate staff, the Head of School/Unit will be responsible during the screening process for:

- Developing the advertisement;
- Developing the post description;
- Drawing up, and if necessary, adding to the selection criteria;
- Considering all applications deciding on whether a further search for candidates is necessary;
- Carrying out a detailed screening of all applications;
- Completing the Recruitment Screening Form ensuring that the reasons, related to the selection criteria, for not shortlisting each rejected candidate are recorded on the Recruitment Screening Form;
- Forwarding the completed Recruitment Screening Form to the Human Resources Office;
- Agreeing a shortlist and possibly a reserve shortlist;
- Holding interviews and/or other selection activities as appropriate;
- Completing the assessment/interview forms contained in the Interview Book;
- Providing feedback to all unsuccessful candidates who request it, normally within 10 working days of the date of issue of the letter which informs them of the outcome of the selection process.

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