

ACTPS Recruitment Policy and Guidelines

Tool 6 – Tips for Effective Shortlisting



The purpose of short-listing applications is to determine which applicants have demonstrated that they have the capabilities required to successfully perform the position. Effective short-listing improves recruitment timelines by enabling the selection committee to quickly identify which applicants should move to the next assessment stage.

There are different ways selection committees can shortlist applications. The most common of these in the ACTPS is by selecting from written applications and Curriculum Vitae. There are other options however, particularly when recruiting in bulk, such as online assessment tools and practical tests relevant to the vacancy being advertised.

What is short-listing?

Short-listing is the process of assessing applications received to identify which applicants have the knowledge, skills, behavioural capabilities, experience, and qualifications required to be considered for further assessment.

Short-listing should occur as soon as applications are received by the selection committee. It is important that all members of the selection committee conduct their own short-listing, and that the selection committee then discusses their views and agrees on the shortlist of applicants who will be progressed to further stages of the recruitment process. The Chairperson, with advice from the selection committee, can use their discretion in accepting, or declining late applications, as long as the decision is applied fairly to all applicants requesting late submission.

To ensure a consistent standard of shortlisting the selection committee is required to use the ACTPS Recruitment Rating Scale, located on the Jobs ACT [website](#).

Selection committee members, using the rating scale and guided by the chairperson, should have a common understanding of how each capability will be rated. This ensures consistency and prevents a misunderstanding later in the process.

An example: The technical skill is “Advanced Excel skills”:

1= Knows what Excel is, but hasn't provided any evidence that they have any further knowledge or skills

2= Has basic skills, can open a spreadsheet and capture information in the columns and format the text

3= Can generate basic formulas and calculations, advanced formatting, and bar charts

4= Advanced formulas, conditional formatting

5=Has worked with Pivot tables, Macros, VLOOKUPs

Applications should be short listed out in the following order:

- Excess officers (potential or actual) as it mandatory to consider them in isolation and prior to other applicants;
- Prior ACTPS staff who received a Voluntary Redundancy, or were terminated for misconduct or annulled probation or Executives who were terminated in certain circumstances in accordance various restrictions on being able to be re-employed - selection committees should contact their Directorate HR teams or Shared Services Recruitment for assistance with verifying this;
- Applicants unable to meet residency requirements in accordance with type of position being filled; or who are unable to provide documentation confirming their qualifications, residency status or other registrations and/or certification;
 - **Permanent positions:** Applicants must be an Australian citizen or have Permanent Resident status.
 - **Temporary positions:** Applicants who are not Australian Citizens or Permanent Residents must have an approved and appropriate work visa, i.e. the legal right to be employed in Australia. If you are unsure about an applicant's visa status, please consult with your Directorate HR team or Shared Services Recruitment.
- Mandatory qualifications or any other eligibility requirements not able to be met (eg it is an identified position);

Where a mandatory qualification is required to deem an applicant as an eligible person, the head of service must require the person to show supporting evidence (section 26 Public Sector Management Standards 2016 (PSM Standards 2016)). The following documents are acceptable forms of evidence of educational qualifications:

- a certified certificate of qualification such as a degree or diploma;
- a certified transcript issued by the educational institution; or
- an official letter from the educational institution certifying the applicant's qualifications.

Applicants who have achieved qualifications overseas must be able to demonstrate that their qualification is equivalent to the mandatory qualification required for the position. Overseas qualifications can be accredited by the Department of Home Affairs or [Overseas Qualification Unit, ACT Office of Multicultural Affairs](#).

- Significant or relevant disclosures of criminal or other previous conduct as per disclosures on the online application form that are considered to rule that person out automatically (however procedural fairness should be factored into the decision and advice sought from Directorate HR team - these disclosures do not eliminate the need for successful applicants to complete a national police check as part of pre-employment if they are a new starter;
- those who do not possess the capabilities required to successfully perform the position;
- those whose skills, knowledge, behavioural capabilities and experience are not competitive with those of other applicants.
- See [here](#) for more information regarding eligibility to apply for positions in the ACTPS.

Supporting evidence may be more than just proving qualifications - this may also include proving citizenship or permanent residence for example. Please refer to Division 3.1 PSM Standards 2016, for further information on supporting evidence requirement.

Things to remember when conducting Short-listing:

Do

- ✓ Remain objective and unbiased. Shortlist based ONLY on the requirements of the position and an applicant's ability to perform the duties and responsibilities of the position.
- ✓ Establish consistent standards and a common understanding amongst selection committee members for each of the capabilities and how these are going to be assessed, and apply these standards to every applicant.
- ✓ Check that applicants have followed the instructions provided in the job advertisement. An example is if they have been asked to answer specific evidence-based questions or provide a two-page written application, providing evidence of their capabilities in relation to the position requirements.
- ✓ Review the Curriculum Vitae / Resume in conjunction with the written application. Both documents will provide evidence about the required capabilities.
- ✓ Short-list in relation to the requirements for the position and any prescribed eligibility requirements.
- ✓ Consider eligible applicants with overseas qualifications (these can be checked for acceptability before making a recommendation).
- ✓ Consider applicants who may have acquired the relevant capabilities through a variety of relevant experience, such as voluntary work or experience gained through community-based activities.
- ✓ Consider applicants from outside the ACTPS who have the necessary capabilities to perform the position.
- ✓ Consider People with Disability on the basis of their ability to perform the inherent requirements of the position, who may require reasonable adjustment to do so. Advice about feasible and reasonable adjustments should be sought from your directorate HR area.

Once the selection committee has determined the short-list, these applicants are to be contacted and offered an interview (or notified of another assessment method to be used, such as an online assessment or attendance at an assessment centre). The selection committee should determine how many interviews are to be conducted, giving consideration to the number of suitable applicants assessed, the number of positions available and the likely time it will take to interview all suitable applicants.

Applicants selected for interview (or alternate assessment method) should be informed, preferably in writing, of the date, time and location of the interview, and if any further assessment will be conducted. The applicant can be informed of who will be on the selection committee at this time. It is also good

practice to provide additional information such as the fact that the interview questions will be evidence-based questions, where actual examples of past experience will be required and details about the STAR method may also be supplied. It is recruitment best practice that applicants be given at least 48 hours-notice. Applicants must be asked whether they require any reasonable adjustments for the interview and assessment process, and can also be asked to bring original documentation to the interview to verify any qualifications or certifications they have cited in their application.

Review

This document is an attachment to the ACTPS Recruitment Policy and Guidelines 2021 and is due for review in line with the policy.

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