

Screening and short-listing determines who will be considered for more detailed assessment. Some options to consider include:

### **Screening on mandatory qualifications and requirements**

Your application process can be designed to screen applicants on the basis of a mandatory qualification or requirement. For example, they either *do* or *do not* meet citizenship requirements; *do* or *do not* hold a particular qualification, licence or certificate; *will* or *will not* be available to undertake regular travel; *are* or *are not* willing to work in particular locations; *do* or *do not* qualify for an identified position.

There may be potential for online screening which can be used to filter against these 'yes/no' requirements.

### **Screening on skills and ability**

- ***Assessment of application materials***

The information an applicant provides can take many forms: résumé/Curriculum Vitae (CV), questionnaire, cover letter, application and the like. What is important is that the information you require is sufficient for you to make an initial assessment of applicants' merit in terms of the basis of assessment, given the particular role. (For example, a résumé might contain sufficient screening information for engineering positions but not call centre positions.) Be clear on what information you want applicants to provide and any limits on quantity. For example, you could require applicants to -

- provide a covering letter of no more than two pages addressing how they meet key requirements, or
- respond in no more than one page to a set of focused questions, or
- provide a résumé or CV detailing work history, responsibilities and achievements relevant to key elements of the basis for assessment, or
- provide an application addressing key selection criteria (or capabilities or competencies) in dot point form (limit – half a page per criterion).

### ***Telephone screening interview***

Telephone screening uses structured questions built around the basis for assessment to screen out unsuitable or uncompetitive applicants from a large pool.

*Source: Office of the Public Service Commissioner 'Recruitment and Selection Resources'*