***London Brookes College***

***APPENDIX - D***

***SAMPLE SHORTLISTING FORM***

### *(Adapted from ‘Lecturer’ Person Specification in Appendix B)*

*Post Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Faculty:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*E = Essential Criteria Assessed by: A = Application Score: 0 = Not met*

*D = Desirable Criteria I = Interview 1 = Partially met T = Test 2 = Fully met*

|  | | *Candidate No* | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Selection Criteria* | *A/I/T* | *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* | *9* | *10* | *11* | *12* |
| *THIS WILL BE SUBJECT SPECIFIC (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *THIS WILL BE SUBJECT SPECIFIC (D)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Ability with teaching and other forms of public presentation (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Ability to supervise academic work by undergraduates and postgraduates students (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Ability to manage time and work to strict deadlines (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Interpersonal, oral, and written communication skills (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Ability to work collaboratively (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Ability to share in organisation and management of postgraduates programmes (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Educated to at least masters degree level (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *PhD (D)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Experience researching or teaching or other employment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Assessment of student work (D)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Curriculum design (D)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Pastoral care of students (D)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Committed to academic research (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Member of a relevant professional organisation (E)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL SCORE** |  |  |  |  |  |  |  |  |  |  |  |  |  |