

London Brookes College
APPENDIX - D
SAMPLE SHORTLISTING FORM

(Adapted from 'Lecturer' Person Specification in Appendix B)

Post Name: _____ Department/Faculty: _____

E = Essential Criteria
D = Desirable Criteria

Assessed by: A = Application
I = Interview I = Partially met

Score: 0 = Not met
T = Test

2 = Fully met

Selection Criteria	A/I/T	Candidate No											
		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													