

Shortlisting Process

On the closing date for a vacancy, the submitted application forms are sent to the recruiting manager for shortlisting. The 'personal information' and 'monitoring information' sections are withheld from the shortlisting panel.

The panel uses the same person specification as applicants and they match up each criteria with information provided on the application form. An applicant must meet **all essential criteria** to qualify for shortlisting and be granted an interview.

The shortlisting panel cannot make assumptions and will only use information supplied by the applicant.

The shortlisting panel send their decision to the Recruitment Department who then contact each applicant by email via [NHS Jobs](#) to advise whether they have been granted an interview or not.

Please check your email account regularly as confirmation of an interview will not sent by letter unless you have applied by hard copy. If you have not been shortlisted, you will only be advised of this if you have applied via [NHS Jobs](#). If you have submitted a hard copy application then please assume you have not been shortlisted if you have not received an invite to interview within three weeks of the closing date.

If you have any queries about your shortlisting outcome then please contact the [Recruitment Department](#)

Please see the Interview Tips document on the Recruitment Process page of our website to learn more about what happens after your application has been shortlisted.