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| --- | --- | --- | --- |
| **Title:** | **SCORING OF APPLICATIONS GUIDANCE** | | |
| **From:** | HR/Recruitment | **Date:** | 24 June 2016 |

***Please read in conjunction with the Hiring Manager Guidance on Shortlisting***

**Introduction**

This document provides a brief overview of how to score applications received for positions within the University of Southampton.

At the University of Southampton we ask candidates to apply for positions by providing information on their previous experience. The best predictor of future performance is past performance and competency questions are used to ascertain if an individual has the skills and experience required by asking them to provide specific examples of when they have done something.

We use a 4 point scoring mechanism as detailed below. This scoring method enables managers to differentiate between candidates who have a strong application, candidates who meet the minimum criteria and those whose applications have not met the standard.

To be considered to meet the minimum criteria for the post, a candidate must score at least a ‘2’ for all essential questions in the application form as well as meet the relevant experience and qualifications as detailed in the job description and person specification.

| **Suitability** | **Definition** | **Rating** | **Description** |
| --- | --- | --- | --- |
| **YES** | **Exceeds expectations and criteria for the role** | 3 | Strong evidence provided. Has answered the question fully and outstanding amount of information provided   * Has given an excellent example from past experience which relates well to the role * Covers all elements to the question * Clear evidence and/or reasoning provided * Demonstrates an understanding of what is required |
| **Meets the minimum criteria for the role** | 2 | Acceptable evidence provided. Has answered the question and sufficient information provided using positive indicators   * Has given an example using past experience but content is limited * Information provided is positive * Information available from other competencies or areas of the application form |
| **NO** | **Fails to meet the minimum criteria for the role** | 1 | Weak evidence provided. Has answered the question but insufficient information provided. Limited motivation, primarily supported by evidence of negative indicators   * Has copied from the job description * Has not given an example using past experience * Information given is negative (ie) not followed a process * Information is disjointed and does not make sense * Content of information is poor * Example given but no specific detail |
| 0 | Little or no evidence provided. Has not answered the question or missed the point and answer does not match the question   * Limited understanding of role and responsibilities * Little or no effort made with application * Inadequate answers / reasoning provided |

When scoring the applications managers should make factual comments regarding the application in the box at the top of the candidate page headed Candidate Notes. For example: Application form is full of errors / candidate does not have a relevant degree / candidates career history does not demonstrate ability to stay in one post for long.

It’s important to ensure that qualifications and experience are also taken into account when scoring the application. You do not want to interview a candidate who has not got the right experience but has answered the questions well.

When comparing candidates a simple grid such as the one shown below can help make the process easier.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Question 1 | Question 2 | Question 3 | Question 4 | Education Level | Total |
| John Briggs | 1 | 2 | 2 | 0 | 3 | 8 |
| Jane  Smith | 2 | 1 | 3 | 2 | 2 | 10 |

**Two Ticks Policy**

As part of our equal opportunities commitment we guarantee an interview to any disabled applicant who has applied under the two ticks scheme and who meets the minimum criteria of the post as stated above. In line with data protection and equal opportunities the system will not show if an applicant has applied under the two ticks scheme, until the shortlist has been submitted. The recruitment team will undertake a check of all shortlists and will discuss with the manager any candidates that have applied under the scheme and have met the criteria but not been shortlisted. These candidates will then be offered an interview.