

SOP: Shortlisting Candidates Based on Set Criteria

This SOP details the process of **shortlisting candidates based on set criteria**, including establishing clear selection benchmarks, reviewing applications and resumes, assessing qualifications and experience, scoring and ranking candidates objectively, and preparing a final shortlist for interview invitations. The aim is to ensure a consistent, fair, and efficient candidate selection process that aligns with the organization's hiring needs.

1. Purpose

To provide a systematic approach for shortlisting candidates for job vacancies, ensuring selection is based on predefined criteria that match the organization's requirements.

2. Scope

This SOP applies to all hiring managers, recruitment personnel, and any staff involved in the recruitment process.

3. Responsibilities

- **Hiring Manager:** Defines criteria, participates in review and finalizes shortlist.
- **HR/Recruiter:** Coordinates the process, conducts initial screening, documents decisions.
- **Selection Panel (if applicable):** Participates in scoring and ranking.

4. Procedure

1. **Establish Selection Criteria:**
 - Define essential and desirable qualifications, experience, skills, and competencies for the role.
 - Obtain approval from relevant stakeholders.
2. **Prepare Assessment Tools:**
 - Develop a shortlisting matrix or scoring sheet with weighting for each criterion.
3. **Review Applications:**
 - Screen all received applications against the established criteria.
4. **Assess and Score Candidates:**
 - Use the assessment tool to objectively score each candidate.
 - Document justifications for each decision.
5. **Rank Candidates:**
 - Rank candidates based on total scores.
6. **Prepare Final Shortlist:**
 - Select the highest ranked candidates for interview invitations.
 - Retain sufficient records for audit and future reference.
7. **Communicate Outcomes:**
 - Notify shortlisted candidates and arrange interviews.
 - Inform unsuccessful candidates as per organizational protocol.

5. Review and Documentation

- All shortlisting documentation must be stored securely and retained according to organizational policy.
- Conduct periodic reviews to ensure criteria and process remain relevant.

6. References

- Job Description for the Vacancy
- Organization Recruitment Policy
- Equal Opportunity and Diversity Guidelines

7. Revision History

Version	Date	Description of Change	Approved by
1.0	2024-06-13	Initial release	HR Manager

