

<b>Source &amp; Select – Assessment Sift Matrix</b>	<b>RE-SS 1.23a</b>
<b>Vacancy Name:</b>	<b>Vacancy ID:</b>
<b>Date:</b>	<b>Number of Applicants (Sift):</b>
<b>Eligibility Criterion 1:</b>	
<b>Eligibility Criterion 2:</b>	
<b>Shortlisting Criterion 1:</b>	
<b>Shortlisting Criterion 2:</b>	

<b>Applicant Reference</b>												
<b>Eligibility Criterion 1</b>												
<b>Eligibility Criterion 2</b>												
<b>Eligibility Result</b>												
<b>Shortlisting Criterion 1</b>												
<b>Shortlisting Criterion 2</b>												
<b>Shortlisting Result</b>												

APPLICANT REFERENCE	CRITERION	REASON FOR FAILURE

## Sift Quality Assurance

ELIGIBILITY	YES	NO	COMMENTS (IF ANY)
Have applicant's names and irrelevant personal details been withheld from the sift panel?			
Have the agreed eligibility criteria been applied and have no other factors been used?			
Have all applicants been given the same opportunity to demonstrate how they meet the criteria?			
SHORTLISTING			
Was shortlisting carried out?			
Have the agreed shortlisting criteria been applied in order of importance and have no other factors been used?			
Has the panel recorded its decisions and reasons as to how any applicant did not meet eligibility/shortlisting criteria?			

<b>Conflict of Interest</b>	<b>Yes</b>	<b>No</b>
<p><i>Are panel members aware of any potential conflict of interest at this stage?</i></p> <p><i>Please note should any potential conflict of interest arise this must be declared to HRConnect immediately, HRConnect will issue a Conflict of Interest Declaration Form to the Panel Member to provide information regarding the Conflict of Interest and the Form should be returned to HRConnect as soon as possible.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

**Sift Panel**

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date: