[Insert organisation name/logo]

# REVIEW OF APPLICATIONS RECEIVED

|  |  |  |  |
| --- | --- | --- | --- |
| **Position name** |  | **Position details** | **[Insert position details for example, full time, 38 hrs. per week for 2.5 years.]** |
| **Selection criteria (essential)** |  |
| **Selection criteria (desired)** |  |
| **Supervisor’s name** |  | **Supervisor’s position** |  |

|  |
| --- |
| **Selection panel**  |
| **N** | **Name** | **Position** | **Organisation** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

***🖌Note\****

*It is recommended to have at least one independent representative as part of the selection panel, this ensure a fair and transparent process.*

*\*Please delete note before finalising this document.*

### Candidates assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Shortlisted applicant’s name** | **Application** | **Selection criteria met** | **Eligible for interview** |
| **Cover letter** | **Criteria** | **Resume** | **1** | **2** | **3** | **4** | **5** | **6** | **7** |  |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total number of applications received** |  | **Total number of applicants shortlisted** |  | **Total number of applicants selected for interviews** |  |
| **Signed by selection panel** |
| **N** | **Name** | **Signature** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |