**Short listing on NHS Jobs 2**

The review summary page displays the applications, the number of reviews requested, the overall review status and the logged-in user’s review status. In the example here, the logged-in user has completed two reviews and a third is in progress.



When reviewing the applications the job description and person specification are easily accessed from each application. The appropriate sections of the application form are presented as one page.

At the top of each section of the application form there are ‘Next application’ and ‘Previous application’ links enabling the user to step through the applications at the relevant section if they wish.

To the side of the application form the reviewer can record their recommendation to shortlist or reject. The reasons for rejection can be recorded and internal notes can be added to the decision.

Once the application review is completed, the results of the review are displayed in the short listing screen. The list of applications is presented in order of the shortlist recommendations.



The results of the short listing are clearly displayed through the application status. The shortlisted applicants are then ready to be invited to interview.

