**Shortlisting Template – Practice/Business Manager**

Essential criteria that can be assessed from the application forms should be entered here to determine the priority list for shortlisting, other criteria can be better explored during interviews

|  |  |
| --- | --- |
| Position Title: |  |
| Closing Date: |  | No of Application Forms: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate****No** | **Ref No** | **Degree> (or equivalent )** | **Knowledge GPs** | **Management/ leadership experience** | **Experience in leading strategy** | **knowledge of changes in NHS** | **Interpersonal skills** | **Capability to lead a team** | **Networking skills** | **Manage and develop staff** | **Challenging deadlines** | **Patient-centred values base** | **Manage time and delegate**  | **Manages conflict** | **Enthusiastic, energy, drive** | **Driving licence** |
| Candidate #1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate****No** | **Ref No** | **Degree> (or equivalent )** | **Knowledge GPs** | **Management/ leadership experience** | **Experience in leading strategy** | **knowledge of changes in NHS** | **Interpersonal skills** | **Capability to lead a team** | **Networking skills** | **Manage and develop staff** | **Challenging deadlines** | **Patient-centred values base** | **Manage time and delegate**  | **Manages conflict** | **Enthusiastic, energy, drive** | **Driving licence** |
| Candidate #13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #26 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #27 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #28 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #29 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #32 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #33 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #34 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #35 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #36 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #37 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Candidate****No** | **Ref No** | **Degree> (or equivalent )** | **Knowledge GPs** | **Management/ leadership experience** | **Experience in leading strategy** | **knowledge of changes in NHS** | **Interpersonal skills** | **Capability to lead a team** | **Networking skills** | **Manage and develop staff** | **Challenging deadlines** | **Patient-centred values base** | **Manage time and delegate**  | **Manages conflict** | **Enthusiastic, energy, drive** | **Driving licence** |
| Candidate #38 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #39 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #40 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #41 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #42 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #43 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #44 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #46 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #47 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #48 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #49 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #50 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #51 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #52 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #53 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #54 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #55 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #56 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #57 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #58 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #59 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candidate #60 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |