

**GUIDELINES FOR**

**THE SHORTLISTING OF APPLICANTS**

**FOR OFFICES SPECIFIC**

**TO MINISTRIES AND DEPARTMENTS**

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**If you are using these Guidelines, you have screened applications and you have the consent of Public Service Commission to shortlist applicants for the specific office.**



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## 1. PURPOSE OF THE DOCUMENT

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This Manual is part of a series of guidelines that has been prepared to assist Permanent Secretaries and Heads of Department in advertising, screening, shortlisting and assessing applicants for offices that are \*specific to their Ministries/Departments in accordance with Regulations 13 (5) to (7) and 16 (3) to (6) of the Public Service Commission Regulations.

While Permanent Secretaries and Heads are being authorized to advertise, screen, shortlist, assess candidates within the guidelines /specification of the Public Service Commission (PSC), all appointments and promotions can only be made by the PSC.

Regulation 13 (5), (6) and (7) state as follows:

**(5) Notwithstanding Regulation 13 (4), a Permanent Secretary or Head of Department may with the consent of the Public Service Commission (PSC) and in consultation with the Director of Personnel Administration (DPA) by -**

- circular memorandum; and
- publication in the Gazette

**give notice of vacancies which exist in offices specific to the particular Ministry or Department to which any eligible officer may apply...**

**(6) An application to fill a vacancy as advertised pursuant to subregulation (5) shall be made directly to the Permanent Secretary or Head of Department.**

**(7) The failure of an eligible officer to apply for a vacancy as advertised pursuant to subregulation (5) shall not prejudice the Commission's consideration of the claims by that officer.**

In this regard, this Manual provides guidelines for the shortlisting of applicants, as well as, specimens of relevant documentations.

**THE SERVICE COMMISSIONS DEPARTMENT (SCD) IS RESPONSIBLE FOR MAINTAINING AND UPDATING THIS MANUAL. CHANGES WILL BE COORDINATED AND PUBLISHED AS MODIFICATION NOTICES. THE VERSION NUMBER AND DATE OF THE MANUAL ARE LOCATED IN THE FOOTER.**

**THIS DOCUMENT IS THE PROPERTY OF THE SERVICE COMMISSIONS DEPARTMENT.**

**IT MAY NOT BE REPRODUCED OR COMMUNICATED WITHOUT THE COMMISSION'S PRIOR AGREEMENT.**



## 2. CONDITIONS/REQUIREMENTS:

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The following conditions/requirements must be satisfied:

- Approval and consent of PSC to advertise within the public service or within and outside of the public service.
- The office must be reflected in the Annual Estimates of Expenditure;
- An approved Job Specification (as obtained from the Chief Personnel Officer) for the office which is advertised must be available;
- Approval of the Commission to receive applications for the specific office.
- A completed screening process producing a list of \*successfully screened applicants to be shortlisted.
- Identification of SME and approval to shortlist applicants.
- Shortlisting framework approved by the PSC.

## 3. PRINCIPLES AND PROCEDURES

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**NOTE: The onus is on the applicant to provide proof of experience/competencies/qualifications for the office, failing which, the applicant may be not shortlisted and deemed as ineligible for the office.**

1. Using the Shortlisting framework approved by the Commission, examine and record on the spreadsheet at **Appendix I** the outcome of the shortlisting exercise in respect of all Applicants. The exercise is to determine whether the applicant satisfies:
  - ⇒ the academic and experience requirements for the office as outlined in the relevant approved Job Specification; and
  - ⇒ where applicable, the equivalent combination of training and experience in accordance with the guidelines provided by the PSC.
2. Where it has been determined that the applicant does not satisfy the requirements of the office, the reasons must be stated on the spreadsheet.
3. The Shortlisting Framework must also be applied to officers who have been included as a result of Regulation 13 (7) of the PSC Regulations Chapter 1:01.



4. Resulting from your findings at Appendix I, create a record the names of eligible and ineligible applicants justifying your determination and including \*particulars on the applicants. See **Appendix II**.
5. Open a subsequent Volume of the Application file and folio the ineligible applications, indicating on the cover of the file that the applicants were found to be ineligible.
6. Make a Note on the file of the applications that have been removed to the file of ineligible applicants.
7. Examine whether an examination and/or interviews should be conducted for the office and submit recommendation to PSC for one or the other or both with a justification.
8. Await approval of the PSC for the shortlisted applicants to be assessed **before** posting on website.

#### **4. DOCUMENTATION**

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1. Statement outlining the outcome of shortlisting exercise on the prescribed Form at **(Appendix I)**.
2. Statement outlining particulars on all eligible/ineligible applicants in the prescribed format **(Appendix II and III)**.
3. Letters of representations received, acknowledgment letters with the comments of the Permanent Secretary thereon.
4. Copy of memorandum to the DPA submitting representations.
5. Memorandum to the DPA requesting Examination and/or Interview. In the event interviews are recommended, the name of the SME and persons to comprise the Selection panel should be included.

#### **5. MONITORING REQUIREMENTS**

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- 1) The Commission's representative:-
  - ⇒ ensures documents are placed on file and also forwarded to the SCD;
  - ⇒ ensures that documents/applications are securely stored.
- 2) The Commission's representative ensures that the shortlisting framework is used and applied to the process. Any deviation is to be reported and approved by the Commission.



- 3) File is available for inspection by the Commission's representative on request and meets the requirements of the relevant guidelines
- 4) The representative of the Commission must endorse the file indicating that the documents have been seen and meet the requirements as set out in these guidelines.
- 5) The Checklist at **Appendix IV** is duly completed and signed by the Permanent Secretary/Head of Department.
- 6) Recommendation/comments of the Commission's representative as to whether the process should continue.
- 7) On receipt of this Report and based on the number of qualified applicants, the PSC will decide on the process to be used to select candidates in accordance with 17 (1) and (2) of the PSC Regulations.
- 8) In the event that the PSC decides that interviews are to be held, the Commission will agree to the composition of the Selection Panel.

## **6. DEFINITIONS**

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### **6.1 Representative of the Commission**

An officer of the Service Commissions Department who holds the office of Human Resource Adviser II and above.

### **6.2 Notice of Vacancy**

A document designed to inform public officers that an office has been advertised and also invite officers to apply for the advertised office. A Notice of vacancy is posted internally by means of a Circular Memorandum.

### **6.3 Advertisement**

An advertisement is designed to inform the public that an office has been advertised and to also invite applications for the advertised office. The intent of an Advertisement is to reach as effectively as possible, the entire pool of potential applicants. An Advertisement can be published nation-wide, regionally and/or in Commonwealth countries.

### **6.4 Designated officer**

An officer authorised by the Permanent Secretary/Head of Department



## 6.5 Screening

A process that determines whether applicants comply with basic criteria laid down in the advertisement. Screening is limited to complying with:-

- ✓ the closing date for applications
- ✓ pre-set conditions in respect of the format and content of:-
  - application forms (*whether legible, complete, signed and dated*)
  - display of pertinent information (*whether information is relevant and clear*)
  - all other relevant information
- ✓ minimum appointment requirements as specified (*requirements regarding age, citizenship*)
- ✓ minimum advertised requirements

## 6.6 Shortlisting

A process which creates a reduced list of candidates that has been cut down from a larger pool. The purpose of short-listing is to identify those candidates who best meet the selection criteria for the office; who are most likely to be capable of carrying out the duties of the job; and about whom you wish to find out more during a formal interview.

## 6.7 Shortlisting framework

A step-by-step guide on how to effectively, efficiently, and accurately shortlist candidates who meet/do not meet the specific requirements as stated in the prescribed job specification.

## 6.8 Successfully screened applicant

An applicant who has submitted a complete application in keeping with the approved checklist in the guidelines.

## 6.9 Unsuccessfully screened applicant

An applicant who has submitted an incomplete application where one or more of the requirements listed in the checklist at Appendix I of these guidelines is not provided.

## 6.10 Eligible

An applicant who has been successfully screened and who satisfies the minimum training and experience requirements of the office or possesses an equivalent combination of both.



### **6.11 Ineligible**

An applicant who has not met the criteria for screening in one or more areas and who does not satisfy either the minimum training or experience requirements of the office nor possess an equivalent combination of training and experience.

### **6.12 Interview**

A formal face-to-face conversation between an applicant/candidate and a selection panel which has been appointed by the PSC/Permanent Secretary to assist in establishing the applicant's suitability for a position.

### **6.13 Examination**

A test set, held and marked by an Examination Board appointed by the PSC in keeping with Regulation 17 of the Public Service Commission Regulations.

### **6.14 Particulars**

Details or information about an applicant/candidate.