

SHORTLISTING MATRIX

Date:	Job Title:					
Panel Chair:	Names of panel members:					
Scoring: 0 = does not meet criteria 1 = partly meets 2 = fully meets 3 = exceeds						
Candidate identifier e.g. initials	AA	AB	AC	AD	AE	AF
Example criteria for a cathedral canon						
Understanding of the particular role of a cathedral						
Liturgical sense						
Experience and skill in pastoral care						
Ability to hold own in an academic environment						
Critical sympathy for the life of institutions						
Capacity for admin, management, finance, computer literacy						
Communication skills						
Team leadership e.g. encouraging creativity of others, pulling people around a common goal						
Interest in education and educational environment						
Hinterland – what else do they bring e.g. academic specialisms, national church committees						
Implementer as well as strategist. Evidence of getting things done						
Interview Y/N??						