

### **The Shortlisting Process:**

It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, LOETB may decide to employ a shortlisting process to select candidates for interview.

During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.

Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.

Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly, scores may differ from competition to competition.