Shortlisting Guidelines

**Stage One: Exclusion Sift**

1. Application forms are received by the programme by the end of January.
2. All forms will be examined to ensure that our published minimum criteria for consideration for short listing have been met:
3. BPS graduate basis for chartership
4. Required evidence of ability to study at post-graduate level (i.e. 2i or 1st in an undergraduate degree).
5. Relevant applied experience of more than 12 months full time (or equivalent) recent experience **two or more distinct fields** relevant to clinical psychology. This may be clinically related research, work as an assistant psychologist, health care/support worker, in health, social services, private or voluntary settings.

Scripts will be examined by members of the admin support team with Tom Isherwood available for consultation as required.

1. This stage of selection will be completed by the end of the first week in February.

**Stage Two: Short-listing for Interview**

1. Short-listing will be undertaken by approximately nine panels each consisting of a minimum of 3 people comprising academic staff and supervisor representatives.
2. Each script will be rated using the guidelines below, to ensure consistency of evaluation. Each rater scores the application out of 9.
3. References will not be used at this stage of selection, and will therefore not be available to panel members.
4. We shall conduct a statistical review of decision-making in our short-listing process prior to sending out invitations to interview. Depending on the final ratings applicants will either be offered an interview place, a reserve place or not be offered an interview. We reserve the right to use Positive Action within the remit of the Equality Act 2010 where appropriate.
5. Anyone scoring less than 18/27 (or equivalent) as a total from the panel will not be offered an interview/reserve list place. This is our minimum criteria for interviews. All those scoring 18 or above and who have declared a disability will be offered an interview
6. Short-listing will be completed by the end of the first week in March
7. All applicants will be informed of the outcome of our rating (i.e. interview invite/reserve list/no interview offer) by the date required by Clearing House regulations which is on the website.

**Equal Opportunities Policy**

1. Written guidelines will be given to all involved in the exclusion sift and short-listing procedures.
2. The Programme reserves the right to use Positive Action where appropriate within the remit of the Equality Act 2010. This permits preference being given to people with specified protected characteristics a) where people with that characteristic are underrepresented in a training setting or workforce AND b) where two or more candidates are deemed to be of equal merit within a scoring system
3. Forms made available for shortlisting will have identifying details removed (including: names, dates of birth, names of referees, addresses, school details, name of awarding institutions, Disability Confident status) – as these details are not pertinent to recommendations for interview and may be open to bias

# Guidelines for Ratings

The first exclusion sift will have ensured that all remaining applicants are eligible for shortlisting. The second sift (minimum shortlisting score) is used as an indication that all those who are offered an interview/reserve place are eligible to come on the programme (subject to University Admissions and Trust Employment procedures). The goal of this next step in the selection procedure is to rank the remaining pool of candidates in an order of preference for inviting to formal interview.

Selectors are required to rate each applicant on the following three nine-point scales:

**A CLINICAL SUITABILITY (Prior experience)**

*NB We have already ascertained via the first exclusion sift that applicants have a minimum of 12 months relevant experience to ensure that they have looked seriously at clinical psychology as a profession and are in a position to make an informed decision.*

For each candidate ask yourself:

1. What have they made of their clinical experience (e.g. **learning from** any supervision opportunities, variety of levels of working, responsibility)?
2. Have they made/taken opportunities to look at different client groups and service settings? (**a good balance between breadth and depth of experience**)
3. Have they shown evidence of their **commitment** to clinical psychology as a profession? What do you make of their understanding of the work involved?
4. Have they shown evidence of their ability to **reflect** on their relevant experiences?
5. Is there other relevant life experience that would contribute to clinical suitability? (E.g. parenting, other health care qualifications, teaching qualification, voluntary sector work, management experiences?).

**Clinical Suitability**

| | | | | | | | |

**1 2 3 4 5 6 7 8 9**

*Not suitable Very suitable*

**B ACADEMIC SUITABILITY**

***NB It is recognised that a high level of academic competence and commitment is needed in order to satisfactorily complete the course.***

For each candidate examine:

1. Their first degree details (e.g. options taken, research topic, degree level) and any description of deeper learning or application.
2. Performance within undergraduate degree transcripts, areas of strength and consistency of performance
3. Related to the above – please pay attention to any additional contextual factors mentioned in the section ‘other factors pertinent to the application’
4. Any formal experience of research other than in first degree (e.g. higher degree, membership of research team, publication)?
5. Any applied involvement in research (e.g. service evaluation, literature reviews, data collection, applications for ethical review or dissemination of results)?
6. What have they made of their academic experience (e.g. evidence of application of experience)? Are you confident they have demonstrated sufficient ability?

**Academic Suitability**

| | | | | | | | |

**1 2 3 4 5 6 7 8 9**

*Not suitable Very suitable*

**C PERSONAL AND PROFESSIONAL SUITABILITY**

For each candidate examine:

* Evidence of a strong values base in keeping with CORE NHS Values – collaborative working, compassion, addressing inequality, improving lives, commitment to quality and respect and dignity?
* Evidence of learning about power and the socio-political context of work with service users and carers and the role of psychology in addressing relevant factors
* Commitment to personal growth, self-awareness and learning (including from lived experience of distress, marginalisation or other adversity)
* Development of self-awareness esp. recognition of own characteristics and vulnerabilities and strategies related to resilience and self-care and coping
* Capacity to influence the psychological practice of others, with associated skills of leadership, collaboration, persuasion and organisational awareness

**Personal and Professional Suitability**

| | | | | | | | |

**1 2 3 4 5 6 7 8 9**

*Not suitable Very Suitable*

**Overall Rating/Recommendation**

For your final rating ask yourself:

1. Do I recommend the applicant for interview? If no, rate the scale ➀, if unsure rate the scale ➁.
2. If you consider that the applicant should be interviewed you must then consider the strength of your recommendation using the remaining seven points of the scale from WEAKLY RECOMMEND ➂ to HIGHLY RECOMMEND⑨.

**D RECOMMENDATION FOR INTERVIEW**

How capably they have presented their case for training as a clinical psychologist?

For each candidate consider evidence of Clinical AND Academic AND Personal and Professional suitability

 **1 2 3 4 5 6 7 8 9**

*Do not Undecided Weakly Moderately Mostly Highly*

*interview recommend recommend recommend recommend*

 *for interview for interview for interview for interview*

***Please bear in mind the ALL ratings you have made on the clinical and academic and personal suitability scales***

***Your overall recommendation for interview should be based on the ratings from all three scales.***

***The highest recommendations MUST only be used for candidates who are strong in ALL areas***

***If you think that a candidate is not yet ready for interview please do not make a recommendation for interview AT ALL – i.e. score=1***