**Shortlisting Guidelines 2018**

**Stage One: Exclusion Sift**

a. Application forms are received by the programme by 31/1/18.

b. All forms will be examined to ensure that our published minimum criteria for consideration for short listing have been met:

- BPS graduate basis for chartership
- Required evidence of ability to study at post-graduate level (i.e. upper 2i (65% or above) or 1st in an undergraduate degree). (or lower 2.1 plus relevant MSc)
- 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.

c. This stage of selection will be completed by 2/2/18.

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

a. Short-listing will be undertaken by approximately nine panels each consisting of two people comprising academic staff and supervisor representatives.

b. Each script will be rated using the guidelines below, to ensure consistency of evaluation. Each rater scores the application out of 9.

c. References will **not** be used at this stage of selection, and will therefore not be available to panel members.

d. 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.

e. Anyone scoring less than 12/18 as a total from the panel will not be offered an interview/reserve list place. This is our minimum criteria for interview. All those scoring 12 or above and who have declared a disability will be offered an interview.

f. Short-listing will be completed by 8/3/18.

g. All applicants will be informed of the outcome of our rating (i.e. interview invite/reserve list/no interview offer) by 16/3/18, as required by Clearing House regulations.

h. The dates for our interviews are 1st May - 4th May 2018

**Equal Opportunities Policy**

a. Written guidelines will be given to all involved in the exclusion sift and short-listing procedures.
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:

- What have they made of their clinical experience (e.g. learning from any supervision opportunities, variety of levels of working, responsibility)?
- Have they made/taken opportunities to look at different client groups and service settings? (a good balance between breadth and depth of experience)
- Have they shown evidence of their commitment to clinical psychology as a profession? What do you make of their understanding of the work involved?
- Have they shown evidence of their ability to reflect on their relevant experiences?
- 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?).

- Have they shown 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?

Clinical Suitability

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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:
- Their School examination record. Consider the **consistency** of academic performance overall and any context given.
- Their first degree details (e.g. options taken, research topic, degree level) and any description of deeper learning or application.
- Any formal experience of research other than in first degree (e.g. higher degree, membership of research team, publication)?
- Any applied involvement in research (e.g. service evaluation, literature reviews, data collection, applications for ethical review or dissemination of results)?
- 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

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### Overall Rating/Recommendation

For your final rating ask yourself:
1) Do I recommend the applicant for interview? If no, rate the scale ①, if unsure rate the scale ②.
2) If you consider the applicant worthy of interview you must then consider the strength of your recommendation using the remaining seven points of the scale from WEAKLY RECOMMEND ③ to HIGHLY RECOMMEND ⑩.

C  RECOMMENDATION FOR INTERVIEW

For each candidate consider:
- Their academic AND clinical records – interview candidates should be strong in BOTH
- How capably they have presented their case for training as a clinical psychologist

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<td>Do not interview</td>
<td>Undecided</td>
<td>Weakly recommend for interview</td>
<td>Moderately recommend for interview</td>
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NB While we evidently expect you to bear in mind the ratings you have made on the clinical and academic suitability scales, your overall recommendation for interview will not necessarily be a simple summation of those scores. 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.