

**Shortlisting Questions Form**

Shortlisting questions are embedded in the application form instead of requiring candidates to write a long supportive statement on how they meet essential criteria outlined in the person specification.

You will be required to shortlist for your role based on responses to these questions in addition to further information candidates provide in their employment and educational history.

Therefore carefully consider questions to ask applicants by focusing on ‘must have’ essential criteria outlined in the job description and person specification.

Use a minimum of 3 and no more than 6 ‘open’ questions to enable candidates to expand their answers and to give examples from their experience. Candidates will have a maximum of 4000 characters per question or approximately 500 words (please see example questions)

|  |
| --- |
| **Branching questions for: [INSERT JOB TITLE]** |
| **Question 1:** | **Please tell us your role in a complex piece of social work. Include the social work law, theory and values you used.** |
| **Question 2:** | **Please tell us how you assess risk to people in need of care and support. Give an example of when you needed to prioritise your actions and what you did.** |
| **Question 3:** | **Please tell us about your experience of working within a multi-disciplinary environment. What have you found important and why?** |
| **Question 4:** | **The social work role involves writing legally compliant assessments. Please tell us what you think makes a good social work assessment.** |
| **Question 5:** | **Please give examples of how you have made effective use of supervision.** |
| **Question 6:** |  |