
RESOURCES NOT COURSES

*An at 'point of need' learning
resource for Dyfed-Powys Police
to assist individuals with
shortlisting candidates as part of
the recruitment process.*

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RECRUITMENT GUIDE



This document is also available in welsh

SHORTLISTING PANEL - HOW TO SHORTLIST CANDIDATES

STEP ONE

ATS - Police Jobs Wales

Username

Password

LOGIN

Reset Password

This system is restricted to authorised users. Individuals attempting unauthorised access will be prosecuted.

If unauthorised, please terminate access now.

Log into the applicant tracking system [here](#).
REMINDER: Your username is DPP followed by your pay reference number.

If this is the **first time** you are accessing the system, you will need to use the reset password functionality to create your password.

Both the **lead** and the **independent** panel member must shortlist applications at the same time, as only ONE feedback form can be generated per candidate through the system.

STEP TWO

Double click on the vacancy title to open.

STEP THREE

Select the Applications tab and then **click** the number next to Shortlisting.

Status	Total
Shortlisting	3 (100.0%)
Total	3 (100.0%)

STEP FOUR

Applicants ready for shortlisting will now be listed on the screen.

Double click on a candidate number to open the applicant record.

STEP FIVE

Click the Complete Shortlisting button to open the Shortlisting feedback form.

STEP SIX

To view the candidate's application form, **click** Compare Another Form.

Locate the form named Police Staff and **click** select form.

All information on the application will be restricted other than the attainments. You can locate the attainments towards the end of the Police Staff form.

STEP EIGHT

How many criteria/attainments are you assessing the applicant against? *

2

Criteria/Attainment 1

Score 1 Select

Criteria/Attainment 2

Score 2 Select

STEP NINE

REMINDER: If you have allocated **3 ONEs** or a **ZERO** for any essential attainments the candidate has failed the shortlisting process.

There is no requirement to complete the total score or pass mark fields.
Click 'submit' to finalise the form.

Total Score

Shortlist Result *

PASS

Upload document

Choose file

No file chosen

Add another instance

Submit

STEP TEN

Shortlisting for this applicant is now complete. You will notice the applicant has moved from the "Shortlisting status" to "Shortlisting complete".

The recruitment team will quality assure the marking and progress or fail the applicant accordingly.

Repeat these steps for each applicant in the "Shortlisting" status.

CONTACT US



**WE
WELCOME
FEEDBACK
ON THIS
RESOURCE**

SUMMARY

In June 2020, Dyfed-Powys Police implemented a new recruitment system for recruiting police staff. Training had already been provided to line managers in terms of how to shortlist, interview, and be aware of any unconscious biases.

Therefore, providing this resource eliminates the cost of creating an additional training package and removes the need for individuals to retain information that they may not use in the immediate future; some managers may go a long time without the need to advertise a vacancy within their business area.

This resource will be distributed at the point of need when the shortlisting panel is at the stage of the process that requires them to shortlist their candidates.

Monitoring the success of this resource will be based on the number of calls we receive from individuals who are unable to use the system by following this guide.

In the long term, this resource will be included as part of a 'recruitment tool kit for managers' which will consist of similar bitesize resources to be used as and when needed during the recruitment process.

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