

Trustee Recruitment Toolkit



Create a shortlist scorecard

Use your results from Step 5: Describe the role of the trustee to create a shortlist scorecard. Provide the members of the panel with a copy of the criteria (what they are looking for) when they read the applications, so that each applicant can be considered on the same basis. Using a scorecard will simplify the process of identifying those applicants you will call for interview.

Shortlist scorecard

Name:		Date:
Skills	Score 5 (excellent) – 1 (non existent)	Comments
1		
2		
3		
Total score:		
Experience		
1		
2		
3		
Total score:		
Qualities		
1		
2		
3		
Total score:		

