# How to Shortlist

You’ve received numerous applications from people who are interested in working with you …

how do you pick the right ones to interview? First step is to do a review and sort folks into Yes,

No or Maybe “buckets.”

Answer the questions below and count the number of Yes, No or Maybes to help determine which

bucket they go into.

### They responded within (or before) the deadline

* Yes
* No
* No but they look like a fantastic candidate and gave a good reason for being late in

their application (Maybe bucket)

### Their application/submission is professional and has a personal touch (not just a couple of “templated” paragraphs indicating their interest and rate)

* Yes
* No

### They answered the questions and/or sent the information asked for in the posting

* Yes
* No
* They answered some but not all (Maybe bucket)

When you review the application/submission, you are:

* Confident they know their stuff >> Yes bucket
* Unimpressed – the pit of the stomach feeling tells you this isn’t a fit >> No bucket
* Unsure – you would need to learn more >> Maybe bucket

They have the skills and understanding that you feel you need NOW in your business

* Absolutely >> Yes bucket
* They don’t appear to have the skills/understanding >> No bucket
* They’ve had training but not a lot of experience yet >> Maybe bucket

They have the skills/understanding that you will need as your business continues to grow

* Absolutely >> Yes bucket
* They don’t appear to have the skills/understanding >> No bucket
* They’ve had training but not a lot of experience yet >> Maybe bucket

They have demonstrated that they understand your challenges, and offer solutions to help you eliminate those challenges

* Absolutely , I can tell the fully understand my kind of business >> Yes bucket
* They don’t appear to really understand anything about me or my business market

>> No bucket

* Not sure … they might but it’s not completely clear >> Maybe bucket

I can tell that they have visited my website and took the time to do a little research before responding to my posting

* Absolutely , they made reference to information that I did not provide in the job

posting >> Yes bucket

* No, there’s no reference to information that I did not provide in the job posting

>> Maybe bucket

They included their hourly rate (when requested)

* It’s within the amount I feel I can comfortably afford >> Yes bucket
* It’s within $20 of the rate I had originally considered >> Maybe bucket
* They didn’t include information about their rate >> Maybe bucket (if everything

else looks great it is worth a conversation to discuss details and rates)

* It’s much more than I had considered – I can not afford this rate >> No bucket

(Note – consider whether your rate expectations are realistic)

The application was unique, showed personality and not a standard templated response

* It was definitely unique and showed personality that I connected with >> Yes

bucket

* It was a bit of a standard style but I can tell they took care and time in their

response >> Maybe bucket

* It was nothing more than a paragraph stating their interest and rate. >> No bucket