Shortlisting Matrix

Internship title: **Date reviewed:**   **Reviewed by:**

From job description:

Essential Criteria:
1.
2.
3.
Desirable Criteria:
1.
2.
3.

Shortlisting matrix:

Name of candidate or application ID	Exceeds Criterion (meets all essential criteria. Meets some/all desirable.)	Meets Criterion (meets all essential but none/some desirable)	Criterion almost met (meets most essential criteria)	Criterion not met	Comments	Interview (Y/N)