

Process Step	Procedure to be Followed	Policy to be Applied
<p style="text-align: center;"><b>10. Shortlisting</b></p> <p>If no suitable applicants: return to step 7.</p> <p>If sufficient suitable applicants, proceed</p>	<ul style="list-style-type: none"> <li>Delegated Officer and or Senior Manager review applications, applying the selection methodology &amp; criteria.</li> <li>If no (or insufficient) suitable applications: re-advertise (return to step 7).</li> <li>If suitable applicants: establish a shortlist.</li> <li>A shortlist of candidates must be completed two weeks after the closing date of the application.</li> </ul>	<ul style="list-style-type: none"> <li>The applicants must <b>only</b> be placed on the shortlist if they have the necessary qualifications/competencies/experience.</li> <li>Qualified applicants should be placed on the shortlist based on merit, and where two applicants have similar qualification and experience, a Caymanian applicant should be short listed in preference to a non-Caymanian applicant.</li> <li>If the Delegated Officer considers it appropriate candidates may be pre-screened by phone conversations or other means to reduce the travel costs associated with interviews.</li> <li>Consideration must be given to the Immigration guidelines on the number of dependants an applicant can be expected to support.</li> </ul>
<p style="text-align: center;"><b>11. Appoint Assessment Panel</b></p>	<ul style="list-style-type: none"> <li>HR Section appoints an assessment panel consisting of: <ul style="list-style-type: none"> <li>HR Representative</li> <li>Delegated Officer</li> <li>Senior Manager</li> <li>Other persons as appropriate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The Panel is to consist of at least two persons and unless exceptional circumstances apply should be no more than four persons.</li> <li>The members of the Panel must have an appropriate understanding of the job, no conflict of interest, and must be able to act independently in relation to the assessment.</li> </ul>
<p style="text-align: center;"><b>12. Interviews/Assessments Arranged</b></p>	<ul style="list-style-type: none"> <li>HR Section establishes the date and location for interviews/assessments to be held in conjunction with the panel.</li> <li>HR Section notifies applicants of relevant dates and agrees times with them.</li> <li>HR Section organises logistics including venue, refreshments and travel.</li> </ul>	<ul style="list-style-type: none"> <li>In-person interview is preferred when recruiting for any position within the Health Services Authority</li> <li>Wherever possible assessments are to be in Grand Cayman. Where it is more cost-effective for assessments to be held elsewhere, (eg. large volume of interviews) travel overseas may be approved by the Chief Executive Officer.</li> </ul>