

### Stage 3: Reviewing Applicants and Shortlisting

I reviewed the bona fide occupational requirements of the job so that they are fresh in your mind when you begin examining applicants.

I reminded myself of the “must haves” versus the “nice to haves” regarding skills, experience, and education.

I considered screening any applicants who have self-identified as having a disability (or other diversity groups) or who have been referred by a disability employment service provider.

I reviewed these applicants first, and if they don't meet the requirements, I removed them from consideration. This ensures that a group typically underrepresented in workplaces is considered.

I created a shortlist of applicants with consideration for:

- Applicants who meet the minimum requirements of the job.
- Different skills, perspectives, and experiences an applicant might add to the team or organization. For example, do they have transferrable skills from a different industry or job?
- If the applicant has a disability, I focused on their ability (what they can do rather than what they can't do).