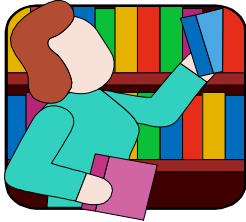


## Recruitment and Selection: SHORTLISTING



You have been asked to sit on a panel to select and interview four applicants for the position of Library Assistant at Penyrheol Comprehensive School.

The person appointed will need to be reliable and need to work without supervision. The responsibilities include shelving returned books, issuing and keeping records of library transactions. It will be necessary for the Library Assistant to get on well with students and staff. It is a term time only position.

From the list below, you have to select FOUR to interview:

1. **Joanne Cartwright** – sixteen years old. Joanne is on a Youth Training scheme and would be working in the library as her work placement. She would have one day a week away to attend college. She did not enjoy school and was often in trouble for not paying attention and talking in class. However, she is out-going and friendly and she enjoys Youth Training because she says she is treated more like an adult.
2. **Justin Wilson** – 29 years old. Lives locally with his mother. He worked in public libraries for seven years. Has a degree and library qualification. Has been away from work for a year because of a nervous illness.
3. **Alistair McMurray** – Retired Civil Servant, bored with retirement. Moved to Swansea from London two years ago. Has excellent references and very distinguished career. Was awarded a CBE in the latest Honours List.
4. **Sandra Williamson** – aged 22, single parent of Phillipa, aged 2. She has three A Levels and was half way through her Art course when Phillipa was born. She enjoyed school and worked in the school library in her last year at school. She is now looking for a job that will fit into life with her daughter.
5. **David Storey** – An ex-vicar who has given up his ministry. He has worked for the past two years as a volunteer at a children's home but now needs to earn some money.

6. **Sylvie Edwards** – Aged 43. Was a college librarian for seven years, but left work to look after her family. She has three boys – 16,14 and 12. She has done some voluntary work recently, working for the Citizen’s Advice Bureau. One of her sons is disabled and requires occasional hospitalisation.
7. **Frank Burrows** – Has just moved to Wales from London because he was suffering from stress. He was previously a History teacher. He hasn’t been able to find a teaching job, so he is interested in the library position.
8. **Nancy Stephens** – A Sociology graduate, aged 26. She is disabled and confined to a wheelchair. She has experience of library work and is interested in the job as it is very near to home. She has an excellent reference from her previous employer, a County Librarian.
9. **Cornelius Dearing** - Was a teacher in the West Indies but moved to the UK four years ago. He has worked in the library in Cardiff since then. He is shortly to get married to a local woman and is looking for a local job.
10. **Marjorie Billings** – Ex-headmistress, now wanting a job to keep her brain working! Retired early to cycle around the world. Now aged 54.
11. **John Adams** – 20 years old. Has been unemployed for two years, having previously worked as a trainee butcher. He has taken, and passed, two A Levels through a correspondence course whilst unemployed. He is sharing a friend’s flat at the moment, having quarrelled with his parents some time ago.
12. **Petra Petersen** – A Norwegian woman of 20 who is living with her Welsh boyfriend locally. She has worked in a library in Norway and wants to improve her English.
13. **Mary Rogers** – She was a Matron in a large hospital in Cardiff but moved back to Swansea 12 years ago when her husband died. She is very capable and used to being in charge. She is 62.
14. **Jacky Watson** – A pupil currently at Penyrheol Comprehensive, just about to finish Year 11. She is depressed about her GCSE work and wants to start earning money as soon as possible.

