

Illustrative, not a real candidate

Sample shortlist pack

What our recruiters send you for each shortlisted candidate.
Every detail below is an illustrative example: no real names or personal data.

1. Profile

Candidate A: Accountant

Qualification	ACCA part-qualified
UK practice work	4 years of UK practice work
Software	Xero, IRIS, QuickBooks
Work handled	VAT, year-end accounts, payroll
Notice period	Two weeks' notice

2. Scorecard

Screening and technical test

Stage	Result
Recruiter screening	Passed
Technical test: UK bookkeeping	22 / 25
Technical test: Reconciliations	21 / 25
Technical test: VAT	22 / 25
Technical test: Software (Xero)	21 / 25
Technical test total	86 / 100
Communication check	Passed

Every technical test is reviewed by a qualified accountant.

3. Reviewer note

From the qualified accountant who marked the test

Accurate bank and control-account reconciliations, and correct VAT treatment throughout. One review point on accruals in the year-end exercise, which Candidate A explained clearly when asked. Suitable for limited-company year-end work with normal review.

4. Communication assessment

How Candidate A communicates

- ✓ **Written English:** clear, concise query emails that state what is missing and why it matters.
- ✓ **Spoken English:** confident and easy to follow on a video call.
- ✓ **Explaining work:** walked through a reconciliation step by step without prompting.

5. Next step

Your interview

You interview Candidate A on a video call at a time that suits you. You decide whether to go ahead. Nobody starts without your say-so.