

HR03 · STEP 5 · FINAL

Screening & Candidate Shortlisting

Shortlist Table

Final ranked decision matrix assigning each candidate to Advance, Hold, or Decline. Every bucket placement is traceable to evidence counts and reflects hiring manager review.

ABOUT THIS DOCUMENT

This is a **sample** deliverable from the **Screening & Candidate Shortlisting** workflow (HR03) in AGASI AiOS. It shows the expected structure and tone. All names, numbers, and facts are **fictional**.

Shortlist Table — Senior Data & AI Consultant

Final shortlist approved by the Practice Head (Data & AI Advisory) after review of the draft shortlist, candidate summary cards, and risk & gaps log.

4 CANDIDATES	1 ADVANCE	2 HOLD	1 DECLINE
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Candidate	Bucket	Strong Criteria	Gap Count	Rationale	Change
Candidate A	ADVANCE	7	1	Meets or exceeds seven of eight must-have criteria with confirmed hands-on GenAI delivery, Azure AI certification, and consistent C-suite exposure. Single gap (Adaptability) is minor — no specific fast ramp-up example but overall seniority mitigates the risk.	No change
Candidate D	HOLD	5	3	Strongest consulting and leadership profile in the pool with nine years in professional services. Three gaps are all in the AI/GenAI technical cluster: no production LLM deployment, Azure experience is traditional data platform not AI services, and holds Azure Data Engineer (2021) but not Azure AI Engineer.	No change
Candidate B	HOLD	2	5	Deep ML/GenAI technical skills and strong Python proficiency but on the wrong platform (AWS, not Azure) and in the wrong context (product company, not consulting). Five gaps span cloud platform, certifications, industry experience, project leadership, and stakeholder management. Moved from Decline to Hold at the Practice Head's request — the GenAI depth is rare and the team could invest in Azure ramp-up if other Hold candidates do not convert.	Decline → Hold
Candidate C	DECLINE	0	8	Does not meet the minimum bar on any must-have criterion at the required seniority level. Four years of experience in a junior analyst role, basic Python, no cloud or AI certifications, no project leadership or C-suite exposure. Talent Acquisition Lead to consider for a mid-level Data Analyst opening if one becomes available.	No change

RECOMMENDATION

Two candidates (A, D) are recommended for interview preparation (HR04), with Candidate A advancing directly. The background check workflow (HR07) will receive the Advance and Hold candidates selected for next steps.

Shortlist reviewed and approved by the Practice Head (Data & AI Advisory) in the current screening cycle.