

Candidate Screening Worksheet

Role:

Completed by:

Date:

Step 1: Determine the Role's Qualifications

a. Minimum Requirements (i.e., must haves)

b. Ideal Qualifications (i.e., nice to haves)

Time out: Are the above qualifications ...

Explicitly defined?

Clearly communicated in the job description?

Supportive of the position's outcomes?

Step 2: Develop Screening Questions

a. Pre-screen Knockout Questions

b. Additional Screening Questions

Time out: Are the above questions ...

Targeted around the position's qualifications?

Specific?

Multiple choice (when applicable)?

Step 3: Filtering Candidates

Ranking system to be used:

Rank:

Description:

Step 4: Additional Screening Tools

a. Video Application Questions

Applicable

Not Applicable

If applicable, list video questions below:

At what point in the application process will the candidate be asked to complete these?

b. Pre-employment Assessment Test

Applicable

Not Applicable

If applicable, list assessments below:

At what point in the application process will the candidate be asked to complete these?

Step 5: How do you plan on monitoring the success of the screening process for this position?