



CANDIDATE SCREENING WORKSHEET

Role: _____

Completed by: _____ Date: _____

Step 1: Determine the Role's Qualifications

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

Comments:

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

Comments:

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

Comments:



If applicable, list video questions below:

Comments:

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:

Highest ranking

Description:

Candidate meets all of the minimum and ideal qualifications.

Lowest ranking

Candidate does not meet the minimum qualifications.

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?