Resume Screening Worksheet

Screening Criteria: Select the set of skills and knowledge from the posted vacancy notice. Write a statement that includes the experience, skills and knowledge you require. Example: *General office experience incl. technical typing, calendaring and reception.*

1._____

2._____

3. _____

4. _____

5. _____

Instruction: Assign a weight to each screening criterion and place in the ( ). As you review the resume, check the box if the applicant meets the criterion as written above. Leave blank if the criterion is not met. After reviewing all resumes, select interview pool based on the cut-off score. Place an asterisk (*) by name of persons to be interviewed.

Sample:

Applicant	#1 (4)	2 (5)	3 (2)	4 (1)	5 (3)	Total
Doe	✔	✔		✔		10

Applicant	#1 ( )	#2 ( )	#3 ( )	#4 ( )	#5 ( )	Total

Retain for your records, and send a copy with the Selection Report to HR.