



Applicant's name:

Date application received:

Evaluated by:

Date evaluated:

Position:

Updated job description:  YES  NO

## Application

Application filled out in full?  YES  NO

Consistency between resume and application?  YES  NO

Application signed?  YES  NO

## Required qualifications

Education?  YES  NO

Demonstrated work experience?  YES  NO

Demonstrated skills?  YES  NO

Professional license or certification? *(list below)*  YES  NO

YES  NO

YES  NO

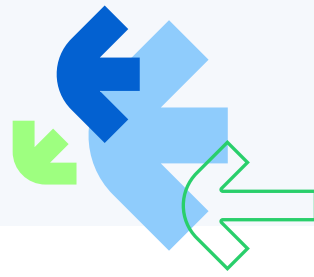
## Preferred qualifications

Demonstration of professional advancement/growth?  YES  NO

Unexplained gaps in employment?  YES  NO

Excessive job-hopping? *(list below)*  YES  NO

# Applicant Screening Checklist



## Comments

Consider further?  YES  NO  MAYBE

Specific areas/questions to address in phone screen/interview:

Phone screen/interview scheduled for:

