Sample Application Rating Templates for Selecting Candidates to Interview

This document contains templates that can be used as models for standardizing your evaluation of applications when deciding whom to invite for an interview.

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APPLICATION REVIEW SCORING TOOL for Personnel Assistant position

	Applicant	Applicant	Applicant	Applicant	Applicant	Applicant	Applicant	Applicant	Applicant
Criteria									
Experience in an office setting None = 0 2 years = 1 over 2 years = 2									
College education Less than 2 years = 0 2 years = 1 over 2 years = 2									
Sub-Total (a score of 1 or higher is required to meet the minimum qualifications)									
For each of the following items, add 1 point:									
Veteran									
Public Sector experience									
Personnel experience									
Employment Services experience									
Human Services experience									
Database training or experience									
College courses (> 2 years)									
College courses or other training in HR topics									
Complete and thorough application or resume (attn to detail)									
Evidence of math skills									
Evidence of experience interpreting rules & regs									
Total									

Resume/Application Review Comparative Rating Sheet

(Pg 1. All Search Committee Members, Pg 2. Only Search Committee Chair)

Required Criteria Ratings
4 = Exceeds Criteria
3 = Meets Criteria
2 = Partially Meets Criteria
1 = Does Not Meet Criteria

Department:

Position Title:

Search Committee:

Applicants	Required Criteria									Preferred Criteria						Total	Finalist (yes/ no)
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Sample

Please attach additional comments on a separate sheet.

2/18/2016

Search Committee Chair ONLY

Sample

Search Committee Chair USE ONLY Finalists	Total	Total Search Committee Average	Total Number Hire (Yes)	Total Number Hire (No)	Comments