RECRUITER SCREENING TEMPLATE

This document provides an example structured template for recruiters to efficiently screen candidates. It includes sections for job information, candidate tracking, screening criteria checklists, red flags, individual candidate evaluation, screening decisions, next steps, and screening guidelines.

Candidate Tracking Sheet

Candidate Name	Application Date	Initial Screening Score	Key Skills Match	Status	Notes

This table serves as a central location to track candidates throughout the recruitment process. It allows recruiters to quickly assess the status of each candidate and access important information at a glance.

Screening Criteria Checklist

Minimum Requirements

This section outlines the mandatory qualifications a candidate must possess to be considered for the position. Recruiters should verify that each candidate meets these requirements before proceeding with the screening process.

- **Education:**
- **Years of Experience:**
- **Required Certification:**
- **Technical Skill 1:**
- **Technical Skill 2:**
- **Location/Work Authorization:**

Preferred Qualifications

These qualifications are not mandatory but highly desirable. Recruiters should use the scoring system (0-3) to evaluate the candidate's proficiency in each preferred skill or experience.

- Preferred Skill 1:
- Preferred Skill 2:
- Preferred Skill 3:
- Preferred Experience:
- Additional Certification:

Red Flags

This section highlights potential concerns that may warrant further investigation or disqualify a candidate. Recruiters should carefully consider these red flags when evaluating applications.

- Significant gaps in employment

- Frequent job changes

- Mismatched salary expectations

- Location/relocation issues

- Availability conflicts

Individual Candidate Evaluation Form

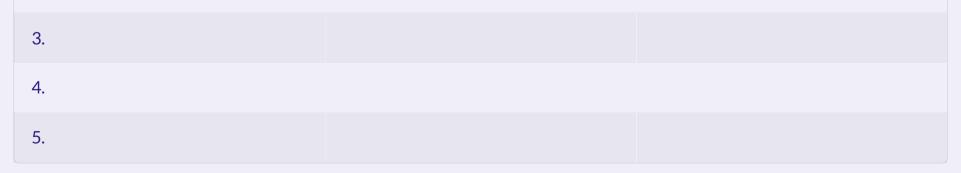**Candidate Name:**

Position Applied For:

Date Reviewed:

CV/Resume Review

Criterion	Rating (1-5)	Notes
Relevant Experience		
Technical Skills Match		
Education/Certification		
CV Quality/Organization		

Application Materials Assessment

Document Received	Complete	Quality (1-5)
CV		
Cover Letter		
Portfolio/Samples		
References		

Key Skills Analysis

Skill	Evidence in Application	Rating (1-5)
1.		
2.		
3.		
4.		
5.		

This form provides a standardized approach to evaluating individual candidates. It assesses relevant experience, technical skills, education, and the quality of application materials. The key skills analysis section allows for a detailed evaluation of the candidate's proficiency in the top required skills.

Initial Screening Decision

Based on the information gathered during the screening process, the recruiter must make a decision regarding the candidate's suitability for the position. Options include advancing to the hiring manager, scheduling a phone screen, rejecting the candidate, or holding the application for future consideration.

- Advance to Hiring Manager

- Schedule Phone Screen

- Reject

- Hold for Future Consideration

Justification for Decision

Provide a brief explanation (2-3 sentences):

Next Steps

This section outlines the actions to be taken following the initial screening decision. These steps ensure that the recruitment process moves forward efficiently and effectively. Proper documentation and communication are crucial at this stage.

- Forward application to hiring manager

- Schedule phone screen

- Send rejection email

- Other:

Screening Guidelines

6-Second Review Focus Points

These points allow for a rapid assessment of a candidate's suitability based on easily accessible information. It focuses on job titles, education, dates, skills, and certifications.

- Job titles and companies

- Education

- Start and end dates

- Key technical skills

- Certifications

Phone Screening Questions (If Applicable)

1. Confirm current employment status and notice period

2. Verify salary expectations

3. Clarify experience with \[key technical skill]

4. Ask about experience with \[critical job function]

5. Confirm willingness to \[travel/work hours/location]

This section offers sample questions to guide the phone screening process, ensuring consistent and relevant inquiries are made to each candidate. These help to quickly identify strong candidates for further consideration.