

## Template – Résumé / Application Screening

### What This Tool Does

This tool helps you review applications using a structured scorecard based on the competencies required for the role. It supports consistent evaluation and helps identify where additional assessment is needed.

### When to Use It

- After receiving applications
- Before selecting candidates for interviews
- When comparing multiple candidates
- When aiming to improve consistency in screening decisions

### What You'll Do

- Review applications against priority competencies
- Assign a consistent score based on available evidence
- Identify strengths and gaps across candidates
- Flag competencies that require further assessment

## Job Role

Role / Job Title: \_\_\_\_\_

### Score Guide:

1 = Limited evidence | 2 = Some evidence | 3 = Strong evidence

## Competency Screening Table

Competencies & Skills	Evidence Sought in Résumé / Application	Score (1–3)


Use only the competencies identified as priorities in the Competency Prioritization Template.

### Scoring Summary

**Subtotal (Max depends on number of competencies assessed):** \_\_\_\_\_

Based on résumé and application materials, does the candidate demonstrate sufficient evidence to proceed?

- Strong Skill Fit**    **Partial Skill Fit**    **Skill Gaps Noted**

### Follow-Up Assessment Planning

**Competencies requiring follow-up assessment:**

*(Check one or both)*

Competency	Interview	Observation/ Simulation
	<input type="checkbox"/>	<input type="checkbox"/>
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### Notes

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