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**Pre-Interview Applicant Evaluation**

The Pre-Interview Applicant Evaluation is meant to be used after or in addition to any formal applicant screening process required by your organization’s human resources department. It is likely that you are not required to interview every qualified applicant. Use this tool to prioritize which applicants are best suited to move on to the interview phase.

**How to Use This Tool**

Experience

On each line, list a characteristic you are looking for in the ideal candidate. Refer to the NAACCR Recruitment and Retention Toolkit: Effective Interview Strategies for developing the list.

Minimum

Indicate whether the candidate has the minimum qualification you are looking for in each characteristic.

Preferred

Indicate whether the candidate has the preferred qualification you are looking for.

Comments

Document any other thoughts related to the candidate’s qualifications.

*Example: Your position requires an Associate’s degree, but a Bachelor’s degree is preferred. For an applicant with an Associate’s only, you would document:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Minimum (Y/N)** | **Preferred (Y/N)** | **Comments** |
| *Degree requirement* | *Y* | *N* | *Associate’s degree only* |

**Pre-Interview Applicant Evaluation**

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Qualification** | **Minimum (Y/N)** | **Preferred (Y/N)** | **Comments** |
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