# **Resume Screening Checklist Template**

**Instructions**

**1. Ask every screener to score every row—this keeps evaluations consistent and bias‑resistant.**

**2. File the completed sheet with the requisition: it proves compliance and lets you refine weights after each hire.**

**Candidate Requisition Details**

| **Candidate Name** |  | **Reviewer Name** |  |
| --- | --- | --- | --- |
| **Job Title** |  | **Date** |  |
| **Job Description Version** |  | | |

## **1. Must‑Have Requirements**

*(All fields must be* ***YES*** *to proceed with candidate)*

| **Requirement** | **YES/NO** | **Notes/Examples** |
| --- | --- | --- |
| **Legal work authorization & location fit** |  |  |
| **Required degree / licence / certification** |  |  |
| **Minimum years of relevant experience** |  |  |
| **Possess core skill(s) for role** |  |  |
| **Mandatory language(s)** |  |  |
| **Shift availability** *Answer with* ***N/A*** *if not relevant* |  |  |

## **2. Preferred Qualifications**

Score candidates in this section with between 0 and 2

| **0 = Does not have** | **1 = Minimum criteria met** | **2 = Has optimal qualifications** |
| --- | --- | --- |

| **Qualifications** | **Score (0-2)** | **Notes/Examples** |
| --- | --- | --- |
| **Advanced degree or extra certifications** |  |  |
| **Industry‑specific knowledge** |  |  |
| **Leadership skills/potential** |  |  |
| **Portfolio, publications, awards**  *Answer with* ***N/A*** *if not relevant* |  |  |

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## **3. Experience & Impact**

Score candidates on a scale between **0 and 5 (0 is fail or not present, 5 is beyond expectations)**

| **Accomplishments** | **Score (0-5)** | **Proof/Examples** |
| --- | --- | --- |
| **Delivered measurable results**  *KPIs, revenue, savings* |  |  |
| **Managed budgets/teams/projects of relevant size** |  |  |
| **Progressive responsibility**  *Promotions, scope growth* |  |  |

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## **4. Skills Matrix**

Use must-have/nice-to-have columns to differentiate between skills that “must” be present in order to meet the needs of the job and those that would be “nice” to have. Score candidates in the second column on a scale between **0 and 5 (0 is fail or not present, 5 is beyond expectations)**

| **Skill Category** | **Must-have** | **Nice-to-have** | **Score (0-5)** | **Proof** |
| --- | --- | --- | --- | --- |
| **Technical tools / software** |  |  |  |  |
| **Methodologies / frameworks** |  |  |  |  |
| **Core soft skills**  *Communication, problemsolving, etc.* |  |  |  |  |
| **Transferable or cross‑functional skills** |  |  |  |  |

## **5. Culture & Motivation Indicators**

*Answer* ***YES*** *or* ***NO*** *to each of the following factors.*

| **Attribute** | **YES/NO** | **Notes/Examples** |
| --- | --- | --- |
| **Values alignment**  *Mission, volunteering, etc.* |  |  |
| **Evidence of learning mindset / continuous improvement** |  |  |
| **Career goals align with role trajectory** |  |  |

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## **6. Resume Quality**

Score candidates on a scale **between 0 and 5 (0 is fail or not present, 5 is beyond expectations)**

| **Quality check** | **Score (0-5)** |
| --- | --- |
| **Clear layout, contact info complete** |  |
| **No persistent spelling / grammar errors** |  |
| **Relevant keywords from job ad appear naturally** |  |
| **Consistent dates & titles** |  |

## **7. Risks & Red Flags**

*Answer* ***YES*** *or* ***NO*** *to each of the following factors.*

| **Potential issue** | **YES/NO** | **Action / Question for call screening** |
| --- | --- | --- |
| **Unexplained employment gaps** |  |  |
| **Serial short tenures (< 1 yr)** |  |  |
| **Vague role descriptions**  *Various duties* |  |  |
| **Overly inflated job titles for career stage** |  |  |

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## **8. Score Summary & Outcome**

*Based on the scores given in the previous sections, decide whether the candidate has passed or failed for each of the following categories (check the applicable answer)*

| **Section** | **PASS** | **FAIL** |
| --- | --- | --- |
| **Must-have Requirements** |  |  |
| **Preferred Qualifications** |  |  |
| **Experience & Impact** |  |  |
| **Skills Matrix** |  |  |
| **Resume Quality** |  |  |
| **Risks & Red Flags** |  |  |

☐ No protected‑class information influenced rating

☐ Criteria matched published job description

## ☐ Scorecard stored for audit

## 

## *Decide on how to proceed with the candidate*

| **Advance to call screening** | **Hold/Maybe** | **Reject** |
| --- | --- | --- |
|  |  |  |

**Reviewer Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_