# Screening of CV and application for use in the selection of candidates for interviews

In the first screening and selection round of which applicants you want to interview, the purpose is to match the skills of all candidates with the requirements and expectations that were formulated when the job and degree qualifications profiles were identified and the job advertisement prepared.

The use of a checklist when screening for information in candidates’ CV, application and any supporting documents helps to ensure that all applicants are assessed on a transparent and equal basis.

The example of a checklist for screening below can be adapted to your context and the specific recruitment.

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| --- | --- | --- | --- |
| **Checklist for screening****Name of candidate:****Does the candidate have the following skills?** | **Yes** | **No** | **Partially/to be elaborated** |
| **‘Need to have’** |
| Education |
| [A relevant] [e.g. tertiary] education |  |  |  |
| Experience |
| Minimum 2 years’ experience from [a similar position] |  |  |  |
| Has worked with [e.g. project management of certain types of projects] |  |  |  |
| Personal skills |
| Co-operative |  |  |  |
| Good coordination skills |  |  |  |
| Self-conductive |  |  |  |
| Able to navigate a complex organisation |  |  |  |
| General skills |
| Good communicator (written/oral) |  |  |  |
| **‘Nice to have’** |
| Education |
| [Relevant continuing education – e.g. project management] |  |  |  |
| Experience |
| If possible, experience in [a particular field of study or the university world] |  |  |  |
| General skills |
| Microsoft Office Suite |  |  |  |
| English as a working language |  |  |  |