



The Ultimate Candidate Screening Checklist





Planning the screening process

Completed

- Have you defined screening criteria and created a candidate scorecard?
- Are the screening processes, stages and interviewers established?
- Do you have the tools and technology required for candidate screening?

Advertising the job

- Is the job description comprehensive, clear and concise?
- Was gender neutral and inclusive language used in the job description?
- Have you set up pre-screening questions in the application portal?





Résumé and cover letter review

Completed

- Did the candidate tailor their cover letter to the role?
- Does the candidate have the basic education and skills required for the role?
- Are the cover letter and résumé free of typos and errors?

Phone and interview screening

- Does the candidate elaborate on their motivation and suitability for the role?
- Was the candidate friendly, polite and engaged?
- Did the candidate show interest by asking questions?

Pre-employment assessment

- Is the pre-employment assessment relevant to the role?
- Is the time required to complete the assessment no more than a few hours?
- Are the instructions, the time it should take, and expectations clear?





Background and reference checks

Completed

- Have you received consent from the candidate to contact their references?
- Have you prepared specific questions to ask during the reference check?
- If conducting a background check, have you obtained a third-party screening company?

Candidate experience

- Are emails to candidates formatted in a positive and friendly tone?
- Are the application and interview processes straightforward and simplified?
- Are candidates informed about what to expect at each stage of the process?

