



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

Role / Job Title:

Use a clear, commonly understood title that reflects the work being done. Avoid internal jargon where possible.

[illegible]



Scoring Summary:

Subtotal (Max depends on number of competencies assessed):

Based on résumé and application materials, does the candidate demonstrate sufficient evidence to proceed? Is the candidate a strong skill fit, partial skill fit, or were there skill gaps noted within the application?

Notes:



Follow-Up Assessment Planning

Competencies requiring follow-up assessment: (Check one or both)

Competency/Skill	Interview follow-up	Observation/simulation

Next Step: Move on to the Run Structured Interviews interactive tool