

Hiring Assessment

Essential Skills Checklist

Note to Employer: Please use this as a guide to help you assess the entry-level skills of an employment candidate. Once completed, attach it to the person's resume as an additional resource when making your hiring decision

Essential Skills Needed for this Job	Has person demonstrated that he/she is skilled in this area?
	Observations
Reading Text <i>Refers to company's brochure, mission statement, other written documentation.</i>	
Document Use <i>Shows understanding of job posting by bringing information to interview that was requested; supplies information requested during interview.</i>	
Writing <i>Easily fills in written information while in your presence.</i>	
Numeracy <i>Answers questions of a numerical nature during interview (e.g. hours related to job, wages, etc.).</i>	
Oral Communication <i>Speaks with confidence, making eye contact and using correct grammar.</i>	
Thinking Skills <i>Takes appropriate amount of time to process a question during the interview and responds creatively.</i>	
Working with Others <i>Speaks highly of others and the importance of team work, especially when talking about past jobs.</i>	
Computer Use <i>Speaks with confidence and understanding when referring to computer-related tasks; resume and cover letter prepared in a professional manner by the applicant.</i>	
Continuous Learning <i>During the interview, refers to eagerness and necessity for ongoing training; resume shows involvement in professional and personal development.</i>	