

CV SCREENING CHECKLIST TEMPLATE

NAME: VACANCY:						
ATTITUDES	Poor	Average	Good	Overall	Phone?	Interview?
Positive Work Ethic - Job Stability/Early Jobs:						
Perseverance - Completion History:						
Achievement - Past Achievements:						
No Conflict - Job Stability/Community Involvement:						
Commitment - Speed/ Targeted application:						
SKILLS:	No	Some	Yes			
Sales experience:						
Sales Potential:						
Customer Service experience:						
PRACTICAL FIT:	Poor	Average	Good		General Comments:	
Location - close to store:						
Demonstrated Shift Flexibility In Past Roles:						
Salary Match - Similar in past roles:						
Cultural Fit - Worked in similar retail environment:						
Personal Presentation - CV and cover email:						
Availability:						
OTHER CRITERIA:	No	Yes	*A 'no' on visa is an instant fail*			
Meet Visa Requirements:						
Applicable Second Language:						
Education:						