

# Applicant Skills and Qualifications Checklist

Instructions: Use this checklist to evaluate and record the applicant's qualifications and skills during the review or interview process. This document is formatted for manual entry and printing.

## 1. Applicant Details

Applicant Name:

Position Applied For:

Date of Evaluation:

Evaluator Name:

## 2. Core Qualifications & Education Check

Verify if the applicant meets the baseline requirements. (Type "Yes", "No", or "In Progress")

- Meets minimum educational requirements:
- Possesses required industry certifications:
- Meets minimum years of relevant experience:
- Passed pre-employment screening/testing:

## 3. Technical Skills Inventory

Rate the proficiency level for each required technical skill. (Type "None", "Basic", "Intermediate", or "Expert")

- Technical Skill 1 (e.g., Software/Tools):
- Technical Skill 2 (e.g., Data Analysis):
- Technical Skill 3 (e.g., Technical Writing):
- Technical Skill 4 (e.g., Programming/Coding):

## 4. Soft Skills & Professional Attributes

Assess the applicant's interpersonal competencies. (Type "Low", "Medium", or "High")

- Verbal & Written Communication:
- Team Collaboration & Culture Fit:
- Problem-Solving & Critical Thinking:
- Time Management & Organization:

## 5. Final Assessment Notes

Strengths Observed:

Areas for Development:

Recommendation (Hire / Hold / Reject):

Evaluator Signature: