Screening Date: \_\_\_\_\_\_\_\_\_\_\_

**SAMPLE LAND CODE COORDINATOR**

**SCREENING CHECKLIST**

**Interpretations of Score ratings**

Each candidate’s application will be rated on a scale ranging from 1-3. The criteria are as follows:

1 = Poor

2 = Meets minimum levels expected

3 = Meets or exceeds minimum levels

There will be one sheet used per candidate. The collective top five will be interviewed.

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rating Criteria:

|  |  |
| --- | --- |
| **TECHNICAL CRITERIA** | **SCORE** |
| Meeting minute experience proven | \_\_\_\_\_\_\_\_ |
| Software experience proven | \_\_\_\_\_\_\_\_ |
| Previous support /clerical role provided | \_\_\_\_\_\_\_\_ |
| File management experience | \_\_\_\_\_\_\_\_ |
| Agenda preparation experience | \_\_\_\_\_\_\_\_ |
|  |  |
| **KNOWLEDGE/SKILLS CRITERIA** |  |
| Organized  | \_\_\_\_\_\_\_\_ |
| Report writing | \_\_\_\_\_\_\_\_ |
| Letter writing | \_\_\_\_\_\_\_\_ |
| Working knowledge of office equipment | \_\_\_\_\_\_\_\_ |
| Research capabilities | \_\_\_\_\_\_\_\_ |
| Cultural protocols | \_\_\_\_\_\_\_\_ |
| Work Ethnic | \_\_\_\_\_\_\_\_ |
|  |  |
| **EXPERIENCE/EDUCATION** |  |
| 2-3 years minimum experience in a high level clerical role | \_\_\_\_\_\_\_\_ |
| Land management training | \_\_\_\_\_\_\_\_ |
| High school graduation | \_\_\_\_\_\_\_\_ |
|  |  |
| **TOTAL SCORE** | **\_\_\_\_\_\_\_\_** |

Other Issues (Use the back if necessary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_