

## Screening Criteria

List the "must have" qualifications a candidate has to have in order to do the job. For example, certification, licenses, training or very specific experience.

As you review resumes, check off each applicant's qualifications to ensure a fair screening process.

To ensure that you're not screening out youth, try to consider alternate forms of experience, such as volunteer work, school projects, or hobbies and interests.

## Must Have Qualifications

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

For example:

Name	#1	#2	#3	#4	#5	Meets Screening
1. Seamus O'Leary	X		X		X	No
2. Andre Lefebvre	X	X	X	X	X	Yes

Name	#1	#2	#3	#4	#5	Meets Screening
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						