**Sample Screening Checklists**

**SCREENING CHECKLIST - Example #1**

Applicant’s Name:

Rated by:

Date:

**Required Qualifications:**  **Yes No**

B.A. in Business Admin or related field (list degree): \_\_\_\_ \_\_\_\_

Five years’ experience in career development and employee relations \_\_\_\_ \_\_\_\_

Individual counseling experience \_\_\_\_ \_\_\_\_

Group counseling experience \_\_\_\_ \_\_\_\_

**Preferred Qualifications: Yes No**

Master’s Degree in Business Admin or related field (list degree): \_\_\_\_ \_\_\_\_

Professional license \_\_\_\_ \_\_\_\_

**SCREENING CHECKLIST - Example #2**

Rated by:

Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant’s Names | BA in Bus Admin or related field | Five years’ experience in career development and employee relations | Individual counseling experience | Group counseling experience | Master’s degree in Bus Admin or related field | Professional license |
| Smith, Ally | BA in Bus Admin | 7 years | Yes | Yes | No | No |
| Finger, Carol | BA in Marketing | 4 years | Yes | No | Yes | Yes |

Comments: