**Please refer to Tips 2.1.2. – Recruitment & Selection Process for more information.**

**CONFIDENTIALLL**

SAMPLE

**INITIAL SCREENING OF APPLICANTS**

**<POSITION TITLE>**

**Included in this package:**

* Screening Criteria including assigned weighting
* Rating and Score of shortlisted applicants (highlighted in orange)
* Rating and Score of all remaining applicants (sorted by score)

Prepared for:

 <Enter>

Prepared by:

<Enter>

|  |  |  |
| --- | --- | --- |
| CRITERIA | **WEIGHTING**X 1 = important**X 2 = very important****X 3 = especially important** | **SCALE****1-2-3** |
| Identify the criteria you will utilize to assist in the pre-screening process. The following are examples for a senior management position:  | **The weighting will allow emphasis to be placed on particular criteria** | **Criteria is measured on a scale of 1 to 3.**  |
| 1. Education | X 2 | 1. Bachelor’s degree or extensive related experience
2. Master’s degree in related field
3. Master’s degree in related field with extensive related experience
 |
| **2. Senior Leadership** | X 3 | 1. Less than 5 years at a senior management level
2. 5 to 8 years at a senior management level
3. 5 to 8 years at a senior management level within sport
 |
| 3. Revenue generation  | X 2 | 1. Has participated in revenue generating intiative(s)
2. Lead revenue generating initiative(s)
3. Lead revenue generating intiative(s) within a sport organization
 |
| 4. Management experience* Planning (strategic and operational)
* Human Resources
* Finance
* Risk Management
 | X 3 | 1. Less than 3 years related experience in middle to senior leadership role
2. 3 to 4 years related experience in middle to senior leadership role
3. 5 + years related experience in senior leadership role
 |
| **5. Relationship/partnership building** | X 3 | 1. Built parternships – not within sport
2. A substantial function within sport; internal and external – domestic
3. A substantial function within sport; internal and external – domestic & international
 |
| **6. Stated capacity in French**  | X 2 | 1. Limited capacity in French
2. Able to converse in a professional contexts in French
3. Fully bilingual
 |

## <POSITION TITLE>

### Screening of Applicants

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant name** | **Education****0 -1 - 2- 3**Weight x 2 | **Senior leadership****0 -1 - 2- 3**Weight x 3 | **Revenue generation****0 -1 - 2- 3**Weight x 2 | **Management experience****0 -1 - 2- 3**Weight x 3 | **Relationship / partnership****0 -1 - 2- 3**Weight x 3 | **Language****0 -1 - 2- 3**Weight x 2 | **TOTAL** | **COMMENTS** |
|  | **Rating x Weighting = Score**Top scoring possibility: **6 9 6 9 9 6 45** |
| <Candidate 1> | 3 x 2 = **6** | 3 x 3 = **9** | 3 x 2 = **6** | 3 x 3 = **9** | 3 x 3 = **9** | 3 x 2 = **6** | **45** | Has worked in sport his whole career. He is currently the High Performance Director for (sport).  |
| <Candidate 2> | 2 x 2 = **4** | 3 x 3 = **9** | 3 x 2 = **6** | 3 x 3 = **9** | 3 x 3 = **9** | 3 x 2 = **6** | **43** | Has worked as Director of Communication, Marketing and Development for (employer). Solid management experience. |
| <Candidate 3> | 1 x 2 = **2** | 3 x 3 = **9** | 2 x 2 = **4** | 3 x 3 = **9** | 1 x 3 = **3** | 3 x 2 = **6** | **33** | A marketing guy with lots of management experience. |
| <Candidate 4> | 1 x 2 = **2** | 3 x 3 = **9** | 1 x 2 = **2** | 2 x 3 = **6** | 1 x 3 = **3** | 3 x 2 = **6** | **28** | Describe experience as above |
| <Candidate 5> | 1 x 2 = **2** | 2 x 3 = **6** | 1 x 2 = **2** | 2 x 3 = **6** | 1 x 3 = **3** | 3 x 2 = **6** | **25** | Describe experience as above |
| <Candidate 6> | 1 x 2 = **2** | 1 x 3 = **3** | 2 x 2 = **4** | 2 x 3 = **6** | 1 x 3 = **3** | 3 x 2 = **6** | **24** | Describe experience as above |

|  |  |  |
| --- | --- | --- |
| Name | No relevent experience |  |
| Name | No relevent experience |  |
| Name | No relevent experience |  |
| Name | No relevent experience |  |