



Document 16-02

# Resume Screening Form

Applicant: \_\_\_\_\_

Experience

Sales Skills

**1 Experience working directly with customers:** 

- 5 = Experience working with <organizations> customers
- 4 = Limited experience working with <organizations> customers
- 3 = Experience working with customers
- 2 = Limited experience working with customers
- 1 = No experience working with customers

**2 Sales experience:** 

- 5 = <Organization's industry> sales experience
- 4 = Similar industry sales experience
- 3 = Sales experience
- 2 = Limited or tangential sales experience
- 1 = No sales experience

**3 <Our product or service> experience:** 

- 10 = <Our product or service> extensive experience with similar customers
- 8 = <Our product or service> moderate experience with similar customers
- 6 = <Our product or service> moderate experience
- 4 = <Our product or service> limited experience
- 2 = <Our product or service> no experience

**4 Telephone experience OUTBOUND:** 

- 10 = Telephone experience with our customers- OUTBOUND
- 8 = Telephone experience in similar industry - OUTBOUND
- 6 = Telephone experience - OUTBOUND
- 4 = Limited telephone experience - OUTBOUND
- 1 = No experience - OUTBOUND

**5 Background applicable to customers (industry/product knowledge)** 

- 5 = Superior background in customer's businesses
- 4 = Background in customer's businesses
- 3 = Some background in customer's businesses
- 2 = Little background
- 1 = No background

Experience

Technical Skills

**6 Experience in a repetitive job:**

- 10 = Extensive experience in a repetitive job
- 8 = Experience in a repetitive job
- 6 = No experience with a repetitive job
- 4 = Experience shows dislike of a repetitive job
- 1 = Strong evidence this candidate would not like a repetitive job

**7 Education:**

- 5 = College degree
- 4 = Junior college degree
- 3 = Some college
- 2 = High school degree
- 1 = No degree

**8 Job responsibilities:**

- 10 = Shows extensive job history of working independently
- 8 = Some job history of working independently
- 6 = Little job history of working independently
- 4 = No job history of working independently
- 1 = No job history

**9 Salary history comparisons:**

- 5 = Salary history comparable - has earned "at risk" compensation
- 4 = Salary history comparable
- 3 = No salary history
- 2 = Salary history higher
- 1 = Salary history considerably higher

**10 Overall resume evaluation:**

- 5 = Superior candidate
- 4 = Great candidate
- 3 = Good candidate
- 2 = Fair candidate
- 1 = Poor candidate

**TOTALS** – From front and back

**GRAND TOTAL** – Total of front and back