Applicant Screening Form

Complete one form per applicant per requisition. Ask every applicant for the same job the same questions in the same order. Record answers as stated; write job-related observations only. A screen typically takes 10 to 15 minutes.

APPLICANT AND JOB DETAILS

Applicant name

Applicant ID

Phone

Email

Position applied for

Requisition ID

Location / site

Screened by

Screen date

Screen method

☐ Phone ☐ Video ☐ Text / chat ☐ Online questionnaire ☐ In person

SECTION 1: MINIMUM REQUIREMENTS (KNOCKOUT QUESTIONS)

Are you at least [18] years of age? (ask only where the job legally requires a minimum age)

☐ Yes ☐ No

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status?

☐ Yes ☐ No

Do you hold [required license or certification, e.g. valid driver's license, CDL Class A, forklift certification]?

☐ Yes ☐ No ☐ Not required for this role

Do you have at least [number] months of experience in [specific work]?

☐ Yes ☐ No

Can you perform the essential functions of this job, as described, with or without reasonable accommodation?

☐ Yes ☐ No

All knockout requirements met

☐ Yes: continue screen ☐ No: decline (record reason below)

SECTION 2: AVAILABILITY AND LOGISTICS

Earliest available start date

Shifts the applicant can work

☐ Days ☐ Evenings ☐ Nights ☐ Weekends ☐ Rotating ☐ Any

Hours per week wanted

Able to work the scheduled training dates [Training Dates]

☐ Yes ☐ No ☐ Partially

Able to work on site at [Work Location] / remotely with required equipment and internet

☐ Yes ☐ No

☐ Pay range shared with applicant: $[Min] to $[Max] per [hour / year]

Applicant comfortable with the stated pay range

☐ Yes ☐ No ☐ Wants to discuss

Notice period with current employer

SECTION 3: JOB-RELATED QUESTIONS (SCORE EACH 1 TO 5)

Q1. Walk me through your most recent role. What did a typical day look like? [Score 1-5]

Q1 notes

Q2. [Role-specific skill question, e.g. Tell me about a time you handled an upset customer on the phone.] [Score 1-5]

Q2 notes

Q3. [Role-specific skill question, e.g. How do you keep accuracy up when you are working to a pick-rate target?] [Score 1-5]

Q3 notes

Q4. What interests you about this job, and what are you looking for in your next role? [Score 1-5]

Q4 notes

Communication during the screen (clarity, listening, professionalism) [Score 1-5]

Total score (out of 25)

SECTION 4: APPLICANT QUESTIONS AND NEXT STEPS

Questions the applicant asked

☐ Explained next steps and timeline to applicant

Assessment or interview booked for

SECTION 5: SCREENING DECISION

Decision

☐ Advance to assessment ☐ Advance to interview ☐ Hold for another role ☐ Decline

Decline reason (job-related)

☐ Did not meet a knockout requirement ☐ Not available for required schedule

☐ Pay expectations outside range ☐ Score below threshold ☐ Applicant withdrew

☐ No response / no-show to screen

Other roles to consider applicant for

Recruiter comments (job-related only)

Recruiter signature

Date

Date