

Screening and Scoring during the Application Process

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Essential ✓	3
Desirable ✓	2
Transferrable ✓	2

- Identify potential candidates by giving a score against essential, desirable and transferrable skills
- Rank the criteria, with scoring for transferrable skills (equally important as desirable skills)
- This process helps identify potential strengths in candidates with transferrable skills who may otherwise have been rejected at this stage

In the current climate with talent shortages, you should screen for transferrable skills

Screening candidates during the application stage is when you:

- Identify candidates who match the essential and desirable skills in the role profile and job description
- Move forward with them to the next stage

Screening can also provide you with benchmarking data. You can measure the response to your advertising and assess if and how the job advert attracted talent. This measurement will help you decide if it's necessary to consider an alternative advertising channel to reach a wider audience.

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When screening applications, scoring against certain criteria will identify the strongest candidates. You can also widen the scope to consider candidates with less industry or role experience, but who have transferrable skills. When doing this, rate the transferrable skills score the same as desirable skills score.

How scoring works:

1. Rank the list of skills and qualifications as:
 - a. Essential – 'must have'
 - b. Desirable – 'nice to have'
 - c. Transferrable – skills from other work or life experience that this role would benefit from
2. As you screen applications, score with 3 points for essential, 2 points for desirable and 2 points for transferrable.
3. At the end of screening, total up everyone's score.
4. Your strongest candidates will have the highest scores.



Think about who is involved at this stage of screening. Current employees doing similar roles may provide you with insights into what transferrable skills would be good to have working in the role.



This kind of scoring will also enable you to consider what questions you would like include during interview to open up the conversation with candidates.