

Candidate Screening & Shortlisting Guide

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a screening and shortlisting approach for a role — CV screening criteria, screening-call questions, scoring and red flags — for consistent, fair shortlists. Use it to shortlist well. For the interview stage use the Interview Kit & Evaluation Scorecard.

Purpose of this tool & output

Screen and shortlist consistently

How the output is used

Use it to screen and shortlist consistently — a candidate screening and shortlisting guide with fair, structured criteria.

Important cautions

Screen consistently against job-relevant criteria and avoid discriminatory filters (age, gender, community). Verify availability, notice and compensation early to avoid late drop-offs. A screening call is not a background check — verification comes later.

Companion documents

- Sourcing Strategy
- Job Description Builder
- Boolean / Search String Builder
- Interview Kit & Evaluation Scorecard
- Assessment Design
- Talent Pipeline / Bench Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.