

Fair Screening and Shortlisting Scorecard

Toolkit 1, Chapter 4 Downloadable Tool CIIS Employer HR Resources



Purpose: Help employers assess candidates consistently and build stronger shortlists using role-based criteria.

How to use: Complete the sections that apply to your hiring process. Use the notes and action fields to document decisions, gaps, and next steps. Designed for HR, hiring managers, or leadership teams.

1. Candidate Information

Candidate Name	
Position	
Reviewer	
Date	

2. Resume Screening Criteria

Criteria	Limited	Moderate	Strong
Relevant experience aligns with role requirements.	☐	☐	☐
Transferable skills are clearly demonstrated.	☐	☐	☐
Education or training supports the role.	☐	☐	☐
International or non-traditional experience has been considered fairly.	☐	☐	☐
Achievements or responsibilities show practical capability.	☐	☐	☐
Communication is clear enough to assess qualifications.	☐	☐	☐

3. Bias Check Before Shortlisting

Item	Yes	No	Notes
I focused on skills and responsibilities rather than resume format.	☐	☐	
I did not rely on familiarity with institutions, names, or employers.	☐	☐	
I considered transferable experience fairly.	☐	☐	
I applied the same criteria to all candidates.	☐	☐	
My shortlist decision is supported by evidence.	☐	☐	

4. Shortlist Decision Log

Candidate	Overall Score	Advance?	Reason for Decision	Reviewer Notes

5. Final Screening Notes

Strengths Identified	
Questions for Interview	
Clarifications Needed	
Decision Rationale	