



People • Partnerships • Knowledge

Skills and Employment

Office of Literacy and Essential Skills

Hiring Checklist

This tool is designed to support employers' hiring decisions. Finding out which essential skills a potential employee would bring to the workplace is important. It can help determine if the skills a candidate demonstrates match the skills required for the position being filled.

Instructions:

1. Identify and prioritize the most important essential skills needed for the position being filled.
2. Rate your level of agreement with the suggested statements presented for each skill using the scale provided.
3. Record your comments.
4. Evaluate the candidate's overall performance to identify whether the candidate's skills align with the job requirements.
5. Attach this checklist to the candidate's résumé and use it as an additional resource when making your hiring decision.

Helpful Tips:

- Refer to the Essential Skills Profiles (hrsdc.gc.ca/essentialskills) to identify the most important essential skills for the position being filled.
- Develop new statements to better reflect your organization and the needs of the position being filled.
- Use other sources to help you complete this checklist (e.g. résumés, applications, references).
- Ensure that every candidate is treated fairly and professionally.

Suggested Statements	Scale	Comments
<p>Reading</p> <ul style="list-style-type: none"> ■ Displays an ability to read and understand written materials presented during the interview (e.g. company brochure, manuals) ■ Refers to the company's website, mission statement or other written material <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	
<p>Document Use</p> <ul style="list-style-type: none"> ■ Displays an ability to understand and complete information in documents (e.g. fills in forms, interprets graphs) ■ Job application is complete with few or no errors <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	
<p>Numeracy</p> <ul style="list-style-type: none"> ■ Displays an ability to answer questions of a numerical nature (e.g. wages, scheduling) ■ Makes accurate estimates of the amount of time needed to complete certain tasks <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	
<p>Writing</p> <ul style="list-style-type: none"> ■ Displays an ability to clearly organize and record information (e.g. takes notes during the interview, has a well-written cover letter) ■ Résumé contains no spelling or grammar errors <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	
<p>Oral Communication</p> <ul style="list-style-type: none"> ■ Effectively communicates thoughts and ideas during the interview ■ Uses appropriate sentence structure and language <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	

