

Allied Health Recruitment & Hiring Tool Kit

Develop Selection Criteria

Compare the following against your selection criteria:

What is the highest level of education completed?

What other educational designations does the candidate possess?

Examine professional experience. While there is no hard and fast rule about how far back you should go into someone's work history, you should probably pay special attention to the past 10 years. All experiences that the candidate presents are open for exploration during the interview.

Explore non-traditional experiences that may have enabled a candidate to acquire the knowledge, skills, and abilities to perform the position to standard. Look for portable and transferable skills.

Spot time gaps in experience and note them for future inquiry.

Are there any patterns in a candidate's work experiences (e.g., promotions, career changes, employment stability, reasons for leaving positions)?

Identify technical skills that are testable before an interview.

Identify any work samples such as publications or portfolios that you may want a candidate to bring to an interview.

Does the candidate live out of town? Who will pay his/her expenses to travel to the interview and to relocate if hired?

Are there spelling or grammatical errors in the resume/CV?

Is the resume/CV formatted and presented in an appropriate manner?

Does the covering letter link the candidate's qualifications to the position?