Resume

Screening Tool for Unifor Local 5555, Unit 1 – *for use in an open job competition*

This tool is recommended for use in accordance with the *Guidelines for a Successful Unifor Local 5555, Unit 1 Selection Process,* for **all applicants who are considered in an open competition**. List Unifor, Unit 1 internal applicants first.

Please send the completed Resume Screening Tool to the Employee/Labour Relations Administrator (or HSc HR Consultant), along with the name of your successful candidate and your completed Candidate Assessment Forms (if applicable), **in advance of extending an offer of employment,** for distribution in accordance with Articles 17.05(e) and 18.04(b) of the Unifor Local 5555, Unit 1 Collective Agreement.

Evaluator Name: _____ **Evaluation Date:** _____

Job Title: _____ **Department:** _____ **Requisition #:** _____

This form has been designed as a tool to assist Hiring Managers in screening resumes to evaluate applicants' SQUARE (*S*kills, *Qu*alification, *A*bilities and *R*elevant *E*xperience) in relation to the requirements of the position.

Evaluation Levels (1-4):
0 = No evidence of required skills / Does not meet minimum qualifications / Does not demonstrate required abilities / Does not have any relevant experience
2 = Partial evidence of required skills / Meets required qualifications / Partial evidence of required abilities / Partial evidence of relevant experience

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4 = Evidence of required skills / Meets required and preferred qualifications / Evidence of required abilities / Evidence of relevant experience

		Requirements of the Position (refer directly to the job posting)												
CANDIDATE NAME	**INTERNAL? Y/N**	***S*KILLS**			***QU*ALIFICATIONS**		***A*BILITIES**			***R*ELEVANT *E*XPERIENCE**			TOTAL SCORE	SELECTED FOR INTERVIEW? Y/N
		e.g.: Plan and coordinate events (conferences, seminar & workshops)	e.g.: Complete travel expenses & electronic cheque requisitions	e.g.: Data entry & preparation of statistical reports	e.g.: Bachelor Degree in a relevant field of study	e.g.: CHRP designation	e.g.: Problem-solving ability	e.g.: Attention to detail	e.g: Strong oral & written communication skills	e.g.: Budget Development	e.g.: Experience using MacVIP	e.g.: Familiarity with McMaster policies and procedures		
1.														
2.														
3.														
4.														
5.														

Last Revised: August 2, 2013