

Developing Selection Criteria Form

Client: _____

When developing selection criteria, be careful to make sure that the 'mandatory' criteria are valid and not an attempt to justify or eliminate a specific person or class of people from the job. After completing the list, rank your 'desirable' as to which is most desirable, second most desirable, etc.

Category	Mandatory	Desirable	Ranking
Education:			
Work Experience:			
Previous Training:			
Special Skills:			
Hobbies or Interests:			
Socio-Economic Level:			

Category	Mandatory	Desirable	Ranking
Personality Traits:			
Stability:			
Sales Training:			
Organizational Skill:			
Other:			
Other:			
Other:			

Notes:

Choose your mandatory criteria with care. Remember, mandatory criteria are “mandatory” and if a prospective candidate doesn’t meet *all* your mandatory criteria, they shouldn’t be considered for the position.

Use your desirable criteria to help decide between two very similar candidates. Whoever meets most of your desirables should go to the top of the list for consideration.

Now use your interview and reference checking skills to determine which candidate is most likely to succeed.