

Essential Skill Hiring Assessment/Interview Guide

Please use the following as a guide to help you assess the entry-level skills of an employment candidate. Once completed, you can attach it to the candidate's resume as an additional resource when making your hiring decision.

Name of Candidate: _____ Date of Interview: _____

Position Sought: _____ Essential Skills Profile Printed and Reviewed

TOWES Scores Required: Reading _____ Document Use _____ Numeracy _____
 TOWES Scores Achieved: Reading _____ Document Use _____ Numeracy _____

SKILLS	Superior	Good	Fair	Poor	N/A	Reference Check Rating Superior/Good/Fair/Poor
Reading, Document Use and Writing Reads text, refers to company's brochure or web-site. Easily fills in written information in your presence.						
Numeracy Answers numerically based questions related to specific job requirements.						
Oral Communication Speaks with confidence, makes eye contact.						
Thinking Skills Processes questions and responds appropriately.						
Working with others Speaks highly of others and cites importance of teamwork.						
Computer Use Confirms confidence with computers, has typed resume and cover letter.						
Continuous Learning Refers to on-going training, can demonstrate involvement and development.						
QUALITIES	Superior	Good	Fair	Poor		Reference Check Rating Superior/Good/Fair/Poor
Character/General Attitude						
Work Ethic						
Trustworthiness						
Problem Solving						
Customer Service Skills						
Leadership Attributes						

SUPPORTING INFORMATION

- Candidate has required education level and/or relevant experience
- Candidate has provided proof of education
- Candidate has required essential skill levels
- Candidate has signed release for References
- Criminal Record Check completed
- References verified
- Candidate needs to be referred to Essential Skills Centre



Additional Information/Notes: _____

