



APPLICANT REVIEW FORM

SAMPLE

APPLICANT NAME: _____

POSITION APPLIED FOR: Training Manager

EVIDENCE OF THE FOLLOWING COMPETENCIES:	TOTAL
Experience in training [20 points]	
Supervisory training delivery [15 points]	
Designing instructional materials [15 points]	
Conducting assessments [15 points]	
Group facilitation [10 points]	
Organizational consultation [10 points]	
Experience in delivery of training [10 points]	
Education:	
Masters [15 points] Bachelors [12 points] Associates [5 points]	
Certifications [up to 10 points]	
Additional training [up to 10 points]	
Other:	
Higher education experience [5 points]	
Large organization experience [5 points]	
Customized cover letter [5 points]	
Total Possible Points: 150	Applicant's Total Score: