

**ABC CORPORATION**  
Screening Criteria Weighting Sheet

Competition #:	397-05
Position Title:	Receptionist/ Administrative Assistant
Location:	Centreville Branch Office
Closing Date:	January 15, 2023

Screening Criteria	Assigned Maximum Points	Comments
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*Fixed Criteria:*

Working knowledge of Microsoft Office: Word, Excel, PowerPoint, Publisher	Yes: Proceed No: Exclude Candidate	
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*Proportional Criteria:*

**Education**

<input type="checkbox"/> Grade 12 Diploma	25	Allow for equivalent education or experience
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**Experience**

<input type="checkbox"/> Office environment	5	Allow for equivalent volunteer or co-op experience
<input type="checkbox"/> Switchboard	15	
<input type="checkbox"/> Reception	20	Allow for frontline retail experience / call centre experience

**Basic Skills**

<input type="checkbox"/> Multi-tasking	15	Obtained through related experience
<input type="checkbox"/> Organizational	10	Testing for keyboard and software familiarity required prior to interview stage
<input type="checkbox"/> Data entry	10	Communication and interpersonal skills assessed through interview

<b>TOTAL POINTS</b>	<b>100</b>	
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