People • Partnerships • Knowledge

Workplace Skills

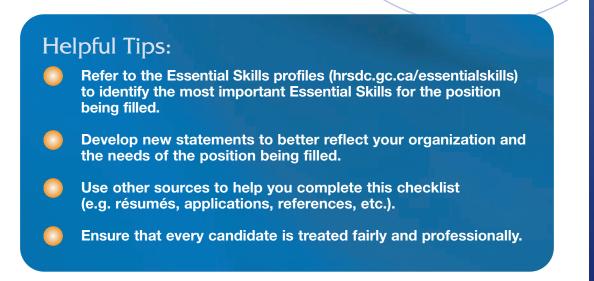
Essential Skills

Hiring Checklist

This tool is designed to support employers' hiring decisions. Finding out which Essential Skills a potential employee would bring to the workplace is important. It can help determine if the skills a candidate demonstrates match the skills required for the position being filled.

Instructions:

- 1. Identify and prioritize the most important Essential Skills needed for the position being filled.
- 2. Rate your level of agreement with the suggested statements presented for each skill using the scale provided.
- **3.** Record your comments.
- **4.** Evaluate the candidate's overall performance to identify whether the candidate's skills align with the job requirements.
- 5. Attach this checklist to the candidate's résumé and use it as an additional resource when making your hiring decision.



For more information on Essential Skills and other related tools, visit **hrsdc.gc.ca/essentialskills**.

Essential Skills

Reading: understanding materials written in sentences or paragraphs (e.g. letters, manuals).

Document Use: using and understanding labels, graphs, signs and other similar materials.

Numeracy: using and understanding numbers.

Writing: writing text or typing on a computer.

Oral Communication: using speech to share thoughts and information.

Working with Others: interacting with others to complete tasks.

Thinking: reviewing information to make decisions.

Computer Use: using computers and other technical tools (e.g. fax machine).

Continuous Learning: participating in an ongoing process of gaining skills and knowledge (e.g. workplace training).

Notes



Suggested Statements	Comments	Scale
 Reading Displays an ability to read and understand written materials presented during the interview (e.g. company brochure, manuals, etc.). Refers to the company's website, mission statement or other written material. Other:		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Disagree Strongly Agree
 Displays an ability to understand and complete information in documents (e.g. fills in forms, interprets graphs, etc.). Job application is complete with few or no errors. Other:		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Disagree Strongly Agree
 Numeracy Displays an ability to answer questions of a numerical nature (e.g. wages, scheduling, etc.). Makes accurate estimates of the amount of time needed to complete certain tasks. Other:		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Disagree Strongly Agree
 Writing Displays an ability to clearly organize and record information (e.g. takes notes during the interview, has a well-written cover letter, etc.). Résumé contains no spelling or grammar errors. Other:		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Disagree Strongly Agree
 Effectively communicates thoughts and ideas during the interview. Uses appropriate sentence structure and language. Other:		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Disagree Strongly Agree



Suggested Statements	Comments	Scale
 Working with Others Conveys the importance of teamwork and demonstrates a willingness to work with others. Asks questions about the working environment (e.g. size of the team, amount of group work, etc.). Other: 		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Disagree Strongly Agree
 Thinking Displays good problem-solving skills when presented with a typical workplace challenge. Displays an ability to prioritize tasks with little direction. Other: 		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Strongly Agree
 Computer Use Speaks knowledgeably about computer applications and other related technical tools (e.g. fax machine). Résumé and cover letter are prepared using a word processing software program. Other: 		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Disagree Strongly Agree
 Continuous Learning Displays a willingness to enhance skills and acquire new knowledge. Résumé or job application shows a history of personal and professional development. Other: 		The candidate demonstrated that he/she is skilled in this area. Strongly Agree Disagree Disagree Strongly Agree

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