People • Partnerships • Knowledge

Workplace Skills

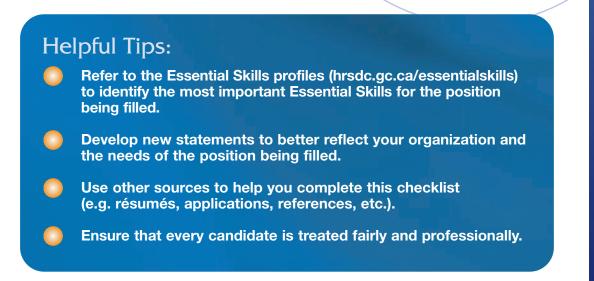
# **Essential Skills**

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



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

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