**Reviewing Applications Checklist**

Employment applications can provide quite a bit of information about a candidate. Use the checklist below to make sure you get the most out of the application review process.

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| **√** | **Did you look for…** |
|  | **Completeness.** Look to make sure the applicant completed all the information requested on the application form. Missing information could be a sign the applicant is hiding something. |
|  | **Availability.** Are their scheduling requirements in line with your staffing needs? Look for whether the candidate indicated part-time or full-time availability. Also look for the shift(s) they are available to work. |
|  | **Employment eligibility.** Did the candidate indicate that he or she is authorized to work in the United States? |
|  | **Desired pay.** Determine if the pay the applicant is seeking is in line with your budget and expectations for the position. |
|  | **Position desired.** Look to see if the position they are looking for matches your company’s open position. Unrealistic or inaccurate expectations may result in poor person-job fit. |
|  | **Employment history.** Look at their tenure with previous employers. Employees that frequently change jobs may become bored and may not be suitable full-time employment.  **Note:** Most applications request a month and year designation for starting and ending employment dates. Applicants who only providing the year(s) in which they worked for a previous employer could be trying to inflate their tenure. |
|  | **Reasons for leaving previous position.** Look to find out why the applicant left their previous jobs. Reasons such as, “couldn’t get along with my boss” or “terminated” are areas for follow up. |
|  | **Pay history.** Look to see if their pay history is consistent with their desired pay as well as the salary for the job in which they are applying. |
|  | **Education.** Some applicants list institutions attended, even if a degree was not obtained. Look at whether or not a degree was earned and see if the applicant provided his or her GPA. |
|  | **References.** Who is the applicant listing as references? Personal references should always be supplemented with professional contacts. |
|  | **Signatures.** Did the candidate sign the application form? Their attestation is intended to confirm that the information they provided within the application form is correct. |