Preselection form

This form can be used when determining the applicants for the first selection rounds. The applicants with the highest score are invited for an interview. Feel free to adjust the column headings depending on the job criteria.

Requirements [to be filled in per vacancy].

Educational level;

Relevant years of work experience:

Language skills [specify language and level]:

[Core competence for the job]:

[Core competence for the job]:

[Core competence for the job]:

….

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate | Suitable educationallevelYes = 1No = 0 | Relevant years of work experienceYes = 1No = 0 | Sufficient languageskillsYes = 1No = 0 | [Enter the core requirement of the skill here] | [Enter the core requirement of the skill here] | [Enter the core requirement of the skill here] | Total score |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |