

SCREENING QUESTION PROMPTS CHEATSHEET

Why use screening questions?

Application screening questions provide a structured and consistent approach to shortlisting applications from potential candidates. As well as saving you from having to navigate all of the weird and wonderful formats that candidates use for CVs, screening questions are the best way to safeguard against the biases that naturally creep in when using traditional CVs as they give candidates a real chance to properly demonstrate their expertise and experience.

How to use these prompts

- Choose 2 - 3 of the prompts from the questions listed on the right hand side of this page.
- Taking each prompt in turn, write down responses to each of the prompts in the form of a mini brainstorm.
- Once you've completed your responses to each prompt, choose the 3 - 4 most important and then use them to create your screening questions.

- 1 What will this person spend the majority of their time doing?
- 2 What does success look like in this role?
- 3 Which elements of this role are the most important to get right?
- 4 If colleagues / customers were to give this person five-star feedback, what would they be saying?
- 5 Who will this person be working with?
- 6 Who will they report to? Who will be reporting to them?
- 7 What (necessary) education, qualifications, or work experiences will the person in this role need to have?
- 8 Which elements of this role would the ideal candidate find enjoyable?
- 9 Which elements of this role would a candidate find the most difficult or challenging?
- 10 If your customers / stakeholders were choosing a candidate, what might they want to know about them?