

# CV Scorecard Template

Anonymised CV screening can reduce the risk that bias will influence the judgement of assessors. Anonymising CVs for screening can include the removal of candidate names, employer names, or candidate academic histories. Before commencing the screening process for this role, consider the use of anonymised CV screening.

Role:

Team/Practice group:

Applicant name/reference:

## SCORING GUIDELINES

5	CV provides clear evidence of that candidate is highly skilled and/or deeply knowledgeable in this area. Experience is directly relevant to role.
4	CV shows clear evidence that candidate comfortably meets requirement. Experience is directly relevant to role.
3	CV demonstrates candidate meets requirement. Experience is relevant to role. Where knowledge or experience gaps are apparent, these areas can be easily developed in the role.
2	CV demonstrates limited evidence that candidate meets the requirement, or highlights gaps in knowledge or experience.
1	CV does not demonstrate the skills required in this area.

## ROLE REQUIREMENTS

## SCORE (1-5)

1.	
2.	
3.	
4.	
5.	
CVs should be assessed against the same skills and experience set out in the role advertisement.	

## OVERALL SCORE

Screeners/Assessor observations:

Recommended outcome:

☐ Invite to interview   ☐ Place on hold   ☐ Unsuccessful at application stage