

Resume Screening Form - Name of candidate: _____

Area/Skill	1	✓	3	✓	5	✓	Score
Not for profit administration	Staff person or board volunteer		Part time ED or senior manager or board president		Executive Director or senior manager (500k+)		
Fiscal management	Partial responsibility		Responsible for budgeting and reporting (less 100k) or partial responsibility (250k+)		Responsible for budgeting and reporting (100K+)		
Business planning	Action and project planning or strategic plan participant		Creation of business plans		Participated in development of strategic plan and associated business plans		
Program/product development	Participated in program/product development		Created & delivered programs / products		Has developed programs / products and leadership systems		
Marketing	Developed components		Developed promotional campaign		Created long term integrated multi-media marketing plans		
Advocacy	Public relations		Participated in developing plans &/ or carrying out advocacy campaign		Developed plans and successfully facilitated policy change		
Volunteer management	Worked with volunteers and on projects		Long term mgmt of volunteers		Responsible for short and long term volunteers (20+) – recruitment & mgt		
Staff management	Partial responsibility for staff management		Part time staff – hire, train, fire		Full and part time staff management – hire, train, fire		
Computer skills	Familiarity		Word & spreadsheets		Spreadsheet, word, desk top publishing and ACCPAC based skills		
Society experience	Volunteer		Award holder &/or staff		Trainer Experience		
Entrepreneurial / sales	Some sales &/or working in small business		Significant sales responsibilities &/or manager in small business		Own business &/or major sales responsibilities		
Education	Degree or certificate		Applicable Bachelor		MBA or suitable post graduate degree		
Other							
Other							
Bonus:							

Total Score: _____

Next Steps:

