



People • Partnerships • Knowledge

Skills and Employment

# Office of Literacy and Essential Skills

## Hiring Checklist

*This tool is designed to support employers' hiring decisions. Finding out which essential skills a potential employee would bring to the workplace is important. It can help determine if the skills a candidate demonstrates match the skills required for the position being filled.*

### Instructions:

1. Identify and prioritize the most important essential skills needed for the position being filled.
2. Rate your level of agreement with the suggested statements presented for each skill using the scale provided.
3. Record your comments.
4. Evaluate the candidate's overall performance to identify whether the candidate's skills align with the job requirements.
5. Attach this checklist to the candidate's résumé and use it as an additional resource when making your hiring decision.

### Helpful Tips:

- Refer to the Essential Skills Profiles ([hrsdc.gc.ca/essentialskills](https://hrsdc.gc.ca/essentialskills)) to identify the most important essential skills for the position being filled.
- Develop new statements to better reflect your organization and the needs of the position being filled.
- Use other sources to help you complete this checklist (e.g. résumés, applications, references).
- Ensure that every candidate is treated fairly and professionally.

## Essential Skills:

<b>Reading</b>	understanding materials written in sentences or paragraphs (e.g. letters, manuals)
<b>Document Use</b>	using and understanding labels, graphs, signs and other similar materials
<b>Numeracy</b>	using and understanding numbers
<b>Writing</b>	writing text or typing on a computer
<b>Oral Communication</b>	using speech to share thoughts and information
<b>Working with Others</b>	interacting with others to complete tasks
<b>Thinking</b>	reviewing information to make decisions
<b>Computer Use</b>	using computers and other technical tools (e.g. fax machine)
<b>Continuous Learning</b>	participating in an ongoing process of gaining skills and knowledge (e.g. workplace training)

Notes:

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### **Literacy and Essential Skills—for LEARNING, WORK and LIFE**

To learn more about literacy and essential skills and other related tools, visit

[hrsdc.gc.ca/essentialskills](https://hrsdc.gc.ca/essentialskills).

Thinking Skills • Computer Use • Reading • Document Use • Numeracy • Writing • Oral Communication • Working with Others • Continuous Learning • Thinking Skills • Computer Use • Reading • Document Use • Numeracy • Writing • Oral Communication • Working with Others • Continuous Learning • Thinking Skills • Computer Use • Reading • Document Use • Numeracy • Writing • Oral Communication • Working with Others • Continuous Learning • Thinking Skills • Computer Use • Reading • Document Use • Numeracy • Writing

Suggested Statements	Scale	Comments
<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>■ Displays an ability to read and understand written materials presented during the interview (e.g. company brochure, manuals)</li> <li>■ Refers to the company's website, mission statement or other written material</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> </ul>	
<p><b>Document Use</b></p> <ul style="list-style-type: none"> <li>■ Displays an ability to understand and complete information in documents (e.g. fills in forms, interprets graphs)</li> <li>■ Job application is complete with few or no errors</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> </ul>	
<p><b>Numeracy</b></p> <ul style="list-style-type: none"> <li>■ Displays an ability to answer questions of a numerical nature (e.g. wages, scheduling)</li> <li>■ Makes accurate estimates of the amount of time needed to complete certain tasks</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> </ul>	
<p><b>Writing</b></p> <ul style="list-style-type: none"> <li>■ Displays an ability to clearly organize and record information (e.g. takes notes during the interview, has a well-written cover letter)</li> <li>■ Résumé contains no spelling or grammar errors</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> </ul>	
<p><b>Oral Communication</b></p> <ul style="list-style-type: none"> <li>■ Effectively communicates thoughts and ideas during the interview</li> <li>■ Uses appropriate sentence structure and language</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strongly Disagree</li> <li><input type="checkbox"/> Disagree</li> <li><input type="checkbox"/> Agree</li> <li><input type="checkbox"/> Strongly Agree</li> </ul>	

Suggested Statements	Scale	Comments
<p><b>Working with Others</b></p> <ul style="list-style-type: none"> <li>■ Conveys the importance of teamwork and demonstrates a willingness to work with others</li> <li>■ Asks questions about the working environment (e.g. size of the team, amount of group work)</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	
<p><b>Thinking</b></p> <ul style="list-style-type: none"> <li>■ Displays good problem-solving skills when presented with a typical workplace challenge</li> <li>■ Displays an ability to prioritize tasks with little direction</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	
<p><b>Computer Use</b></p> <ul style="list-style-type: none"> <li>■ Speaks knowledgeably about computer applications and other related technical tools (e.g. fax machine)</li> <li>■ Résumé and cover letter are prepared using a word processing software program</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	
<p><b>Continuous Learning</b></p> <ul style="list-style-type: none"> <li>■ Displays a willingness to enhance skills and acquire new knowledge</li> <li>■ Résumé or job application shows a history of personal and professional development</li> </ul> <p>Other: _____ _____</p>	<p>The candidate demonstrated that they are skilled in this area.</p> <p><input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree <input type="checkbox"/> Agree <input type="checkbox"/> Strongly Agree</p>	

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