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CANDIDATE SCREENING SHEET

- **Document Code:** HR-004
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose:

To document the **initial screening and shortlisting** process for job applicants.

SECTION 1: JOB INFORMATION

Job Title: _____

Department: _____

Hiring Manager: _____

SECTION 2: CANDIDATE SCREENING

Candidate Name	Resume Reviewed	Meets Qualification Criteria?	Experience Level	Shortlisted for Interview?	Comments
	✅/❌	✅/❌		✅/❌	
	✅/❌	✅/❌		✅/❌	

SECTION 3: SCREENING APPROVAL

✅ Shortlist reviewed by HR: ☐ Yes ☐ No
✅ Approved for Interview: ☐ Yes ☐ No

Reviewed By: HR Manager **Date:**
Approved By: Hiring Manager **Date:**