



Sample Templates

A template is a blueprint of how the text, formatting, and graphics will be displayed in a document. Creating an organized and inclusive template can drastically reduce the time spent creating new documents or spreadsheets. The more information provided in a template, the less information a user must manually type. Templates provide consistency and uniformity in standard company documents such as letters, memos, faxes, and expense reports.

Microsoft Word Templates

This sample Word template is a fill-in form converted from a WordPerfect file. It allows users to enter general Position information on the top and then rate each candidate using the scoring table at the bottom. The Total Score automatically calculates as each score is entered. The form is protected and saved as a template to safeguard it from overwriting. Users can only add, edit, or delete information in the grayed areas.

CRITERIA FOR SCREENING AND SELECTION OF CANDIDATES

Candidate's Name: John Doe
 Position/Grade: Project Manager
 Project: IT/Systems Center - Reno
 Date of Interview: 5/25/03

The categories below are designed to measure experience, skills, knowledge, and personality or work style, and to assist you in determining the candidate's suitability for the position. RECORD YOUR CONCLUSIONS IMMEDIATELY AFTER THE INTERVIEW IS COMPLETE by using the rating scale as follows to summarize the results of the interview process: 1 - Low; 2 - Below Average; 3 - Average; 4 - Above Average; and 5 - High.

	Score	Comments
Work Experience (knowledge/skills relevant to the position)	4	5 years project manager experience - 5 years assistant project manager experience.
Responsibility & Initiative (ability to assume leadership, work independently, and meet deadlines)	5	"Works well others and ability to take initiative"
Computer Skills (experience in specific software required for position)	5	Strong knowledge of MS Excel and MS Project
Communication Skills (listens, speaks and clearly)	4	Speaks in a clear and voice.
Education (Academic background meets requirements of position)	4	BS from University of Minnesota
Foreign Language Skills (rate if required for position)	3	Formal Training: <input type="checkbox"/> Native Speaker: <input type="checkbox"/> Conversational language understood: <input checked="" type="checkbox"/>
Interpersonal Skills (ability to interact well with others)	4	Has good rapport with fellow colleagues.
Total Score	29	

Additional Comments:

 Signature of Interviewer

AA/EOEM/FD/V

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