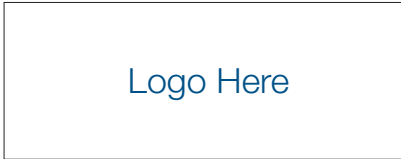


# SAMPLE Applicant Screening & Selection Evaluation



Position Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Date Application Submitted \_\_\_\_\_ Evaluation Completed By \_\_\_\_\_


**Application Reviewed**

Red Flags  Noted on the Application Review *(Assign 1 Point for Each Box Checked)*

Check if Present	Red Flag	Points
<input type="checkbox"/>	Application has gaps in dates for employment, education or residence.	
<input type="checkbox"/>	Application includes conflicting or incorrect information.	
<input type="checkbox"/>	Application has omitted or incomplete information.	
<input type="checkbox"/>	The applicant has an unstable work history.	
<input type="checkbox"/>	The applicant provides vague reasons for leaving previous jobs.	
<input type="checkbox"/>	The applicant is unwilling to use former supervisors as references.	
<input type="checkbox"/>	The applicant is overeducated or overqualified for this or other positions with children.	
<input type="checkbox"/>	The applicant is moving to a lesser-paying job.	
<input type="checkbox"/>	The applicant shows a pattern of work and volunteer positions with the same type of children.	
<input type="checkbox"/>	The work pattern shows patterns of problems with authority.	
<input type="checkbox"/>	The applicant found out about the position just by “dropping in” on the program.	
<input type="checkbox"/>	The applicant describes children as helpless, vulnerable or perfect.	
<input type="checkbox"/>	Other	
<b>Subtotal</b>		


Comments/Notes

Interview Completed

Red Flags  Noted in the Interview (Assign 1 Point for Each Box Checked)

Check if Present	Red Flag	Points
<input type="checkbox"/>	Defensive/Angry responses.	
<input type="checkbox"/>	Patterns of gaining access to consumers.	
<input type="checkbox"/>	Themes or preferences for particular consumers.	
<input type="checkbox"/>	Found out about the position without clear connection or "dropped in."	
<input type="checkbox"/>	Perception that consumers are "helpless" or "vulnerable."	
<input type="checkbox"/>	Patterns consistent with high-risk characteristics.	
<input type="checkbox"/>	Evasive responses.	
<input type="checkbox"/>	Other	
<b>Subtotal</b>		
Comments/Notes		


Reference Checks Completed (Personal & Professional)

Red Flags  Noted in Reference Checks (Assign 1 Point for Each Box Checked)

Check if Present	Red Flag	Points
<input type="checkbox"/>	Reluctant references.	
<input type="checkbox"/>	Reference does not know the applicant well.	
<input type="checkbox"/>	No references provided from recent position.	
<input type="checkbox"/>	Deceptive responses or refusal to answer.	
<input type="checkbox"/>	Reference responses differ from the applicant's account.	
<input type="checkbox"/>	Characteristics associated with adults who abuse.	
<input type="checkbox"/>	Would not rehire the applicant.	
<input type="checkbox"/>	Not informed they would be used as a reference.	
<input type="checkbox"/>	References that cannot be contacted.	
<input type="checkbox"/>	References reported specific concerns about the applicant.	
<input type="checkbox"/>	References refused to answer specific questions.	
<input type="checkbox"/>	References have short-term relationships with the applicant.	
<b>Subtotal</b>		
Comments/Notes		

**Criminal Background Check** *(Check Those Completed)*

- Multi-State Criminal Background Check Completed
- National Sex Offender Registry Check Completed
- Social Security Number Trace Completed
- County Criminal Records Search *(All counties where the subject has lived, worked, or attended school within the last 7 to 10 years.)* Completed

Red Flags  Noted in Background Checks *(Assign 1 Point for Each Box Checked)*

Check if Present	Red Flag	Points
<input type="checkbox"/>	Criminal <i>(Felony, Violent Offense, Domestic Violence, Misdemeanor)</i>	
<input type="checkbox"/>	Reference does not know the applicant well.	
<b>Subtotal</b>		<i>(Immediate Rejection)</i>

**General**

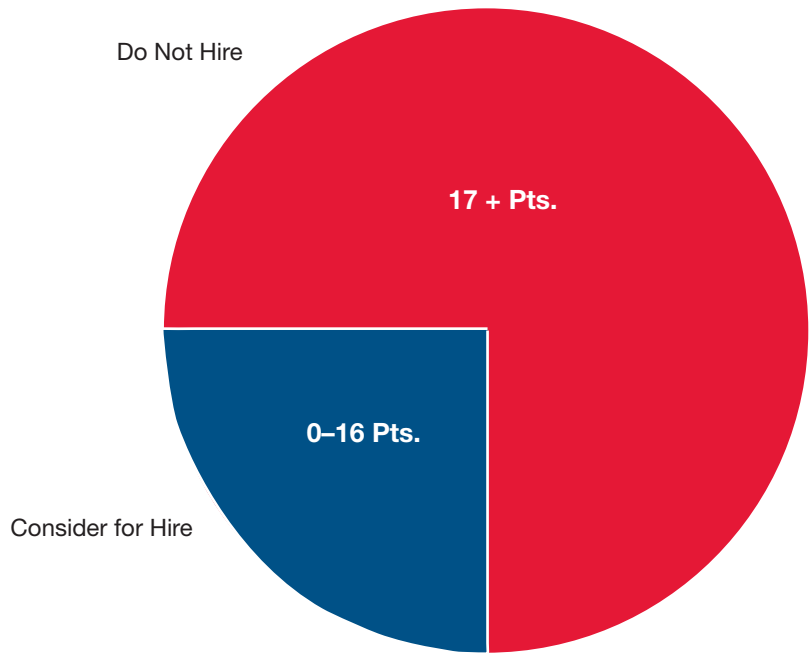
Red Flags  Noted *(Assign 1 Point for Each Box Checked)*

Check if Present	Red Flag	Points
<input type="checkbox"/>	Social Isolation or difficulty interacting with adults.	
<input type="checkbox"/>	Uses excessive physical affection, particularly tickling or wrestling.	
<input type="checkbox"/>	Difficulty working as a team player or working with authority figures.	
<input type="checkbox"/>	Allows children/youth to get away with things their parents/guardians would not approve of.	
<input type="checkbox"/>	Fails to set limits with children.	
<input type="checkbox"/>	Having numerous positions that relate to the same type of children.	
<input type="checkbox"/>	Using poor judgement with children.	
<input type="checkbox"/>	Has difficulty managing stress and/or handling stressful situations.	
<input type="checkbox"/>	Presents a poor role model for children/youth.	
<input type="checkbox"/>	Uses harsh forms of discipline.	
<input type="checkbox"/>	Excessively involved with children/youth.	
<input type="checkbox"/>	Gives gifts to children/youth.	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Other	
<b>Subtotal</b>		
<i>(All Subtotals will calculate together.)</i>		<b>Grand Total</b>

**Risk Grading**

Apply the applicant Grand Total score to the following chart.

**Grand Total** \_\_\_\_\_



**Recommended Action Based on Chart** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_