Assistant Store Manager

Application Screening

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Rate on a scale of 0 – 3: 0 = Not Evident, 1 = Deficient, 2 = Adequate, 3 = Exemplary)

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| **Variables** | **Criteria** | **Rating** |
| Application Complete   * Resume * List of three references | \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet | NA |
| Required Education and Experience   * Associate’s Degree * Three years managerial experience in retail or IT business | \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet | NA |
| Department Required Skills   * Knowledge of retail operations * Understanding computers and their capabilities to the point of conducting repairs * Sales and Service experience * Customer Service skills | \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet | NA |
| Preferred Education and Experience   * Bachelor’s Degree in Mgmt, Business, IT or related field * Certification in computer repairs from computer manufacturer or technical college | \_\_\_Met \_\_\_Unmet  \_\_\_Met \_\_\_Unmet | NA |
| Resume | Highlights required education and experience, provided detailed information related to position, written in professional manner with no errors |  |
| References | Provided 3 contacts including names, email address, phone numbers and how they know the references |  |
| Summary Notes |  | Overall Rating |