

# Standard Operating Procedure (SOP)

## Initial Screening and Shortlisting of Candidates

This SOP details the process for **initial screening and shortlisting of candidates**, including the criteria for eligibility, application review, preliminary assessments, and selection of suitable candidates for further evaluation. The objective is to ensure a systematic and unbiased approach to identifying qualified applicants who meet the job requirements, streamlining the recruitment process and improving the quality of hires.

### 1. Scope

This procedure applies to all recruitment activities for vacant positions within the organization.

### 2. Responsibilities

- **HR Team/Recruitment Officer:** Responsible for initial application screening and coordinating assessment processes.
- **Hiring Manager:** Provides the required job criteria and confirms the shortlist for further assessment.
- **Interview Panel:** Participates in the evaluation of shortlisted candidates (in subsequent stages).

### 3. Process Flow

1. **Receive Applications**
  - Collect all applications through the designated recruitment portal or email.
  - Acknowledge receipt to each applicant if required.
2. **Eligibility Screening**
  - Verify applicants meet minimum requirements (qualifications, experience, skills).
  - Use a standardized **Eligibility Checklist**.
3. **Application Review**
  - Review resumes and cover letters for completeness and relevance to the job description.
  - Shortlist candidates who match essential criteria.
4. **Preliminary Assessment**
  - Conduct initial screening interviews or online assessments (if applicable).
  - Evaluate using pre-defined scoring rubrics.
5. **Shortlisting**
  - Compile a shortlist based on assessment results and eligibility.
  - Share shortlist with the Hiring Manager for approval.
6. **Notification**
  - Inform shortlisted candidates of their progression to the next stage.
  - Send regret communications to unsuccessful applicants, if applicable.
7. **Documentation**
  - Record and file all decisions, checklists, and correspondence for traceability.

### 4. Eligibility Checklist Template (Sample)

Criteria	Requirement	Met (Yes/No)	Remarks
Educational Qualification	Bachelor's Degree (minimum)		
Relevant Experience	2+ Years		
Core Skills	e.g., Project Management, Communication		
Other Requirements	As per Job Description		

### 5. Record Management

- All documentation, including eligibility checklists, scores, and communications, must be securely stored for audit and

compliance purposes.

## **6. Review & Amendment**

- This SOP shall be reviewed annually or as required to ensure continuous improvement of the recruitment process.