

SOP: Collection and Initial Screening of Applications

1. Purpose

This Standard Operating Procedure (SOP) outlines the process for **collection and initial screening of applications**, including systematic receipt, eligibility verification, preliminary assessment, and documentation, to ensure an efficient, consistent, and fair evaluation of all applicants.

2. Scope

This SOP applies to all personnel responsible for receiving, reviewing, and managing applications within the [Department/Organization Name].

3. Responsibility

- **HR/Recruitment Staff:** Collection, review, and screening of applications.
- **Hiring Manager:** Oversight and final decision on initial screening results.

4. Definitions

- **Application:** The complete set of documents submitted by a candidate for a specific position.
- **Eligibility Criteria:** The minimum qualifications or requirements for the position.
- **Preliminary Assessment:** The review of applications to determine initial suitability.

5. Procedure

1. Announcement

- Post vacancy announcement through designated channels (website, job boards, etc.).
- Include clear eligibility criteria and application instructions.

2. Application Receipt

- Receive applications via designated platform (e.g., email or applicant tracking system).
- Acknowledge receipt to applicants (automated or manual).
- Assign each application a unique reference number for tracking.

3. Verification of Eligibility

- Review applications for completeness and compliance with basic eligibility criteria (education, experience, submission deadline, required documents, etc.).
- Document reasons for rejection, if applicable.

4. Preliminary Assessment

- Conduct an initial evaluation of qualifications against key requirements.
- Use a screening checklist or matrix (see below).
- Flag applications requiring clarification or further review.

5. Documentation

- Record screening results in the applicant tracking system or spreadsheet.
- Maintain a log of all received and reviewed applications, including outcome (eligible/ineligible).

6. Communication

- Notify ineligible applicants as per organization policy.

- Forward eligible applications to the next stage (detailed assessment/interview).

7. **Record Retention**

- Store all application and screening records securely for the required retention period.

6. **Screening Checklist Template**

Applicant Name	Reference Number	Received Date	Eligibility Criteria Met (Y/N)	Key Qualifications	Complete Application (Y/N)	Comments	Status (Eligible/Ineligible)

7. **References**

- [Organization's Recruitment Policy]
- [Job Posting Guidelines]
- [Data Protection Policy]

8. **Revision History**

Version	Date	Author	Description of Change
1.0	[Date]	[Author]	Initial release.