

Hiring dossier

Hiring dossier	Excellent document 2	Good document overall 1.5	Average document, average length 1	Poor document or too short 0.5	Very poor document or document not presented 0
Originality How does your company compare? 10%	Your company is the result of a brilliant idea. You have managed to offer something unique and fresh and you will probably succeed in this competitive world	Your products/services are very original and will definitely attract many customers.	Your type of business is not the most original in the world, but if you polish the way of marketing and selling the products you sell it can be successful.	There are many companies out there that sell products/services like the ones you offer. It will be difficult for you to make room for yourself in the business world.	Your company is a castle in the air. Good luck with that.
Job offer 10%	Your job ad is visually attractive and contains all the information about requirements for the position.	Your job ad is good from a visual point of view, and it describes the position and requirements correctly	A. Your job ad is not great from a visual point of view. Or, B. The information provided is short.	A. Just a short text that briefly explains job requirements. Or, B. Basically a company logo with little info about the position offered.	Document not included in dossier.
Cover(ing) letter 10%	This letter is written in a perfect style and you have shown that you meet all the requirements for the job .	The letter shows that you meet most of the requirements for the job .	The letter is slightly short or it contains numerous language errors. You will need to customize it a bit more for this job ad.	Too short or not easy to read due to too many errors and/or does not explain where you found the ad, education, experience or interest in the position offered.	Document not included in dossier
Resume 10%	The document is well structured and will impress recruiters due to layout and/or info	Slightly short; however, the document is well structured and contents are correct.	Short. The information provided is correct but the document does not stand out visually or contents are too short or generic.	The information provided for education or experience is short, incorrect (date order, lack of action verbs), it contains many errors.	Document not included in dossier
Email exchange Info about the company and interview 10%	The information sent to the candidate about the interview looks very professional and contains precise information about company and interview.	The information sent to the candidate is correct.	The information included in your email to the candidate is not extremely clear. Some details are missing.	The candidate will need to call your office because the email you sent is not clear about some of the details.	Document not included in dossier
Interview Transcript 10%	The transcript displays a full range of varied questions and answers that would cover a +8 minute interview.	Slightly short. The transcript displays a number of questions and answers that would cover a 5-8 minute interview.	Short. The transcript displays a short number of questions and answers that would cover a 3-5 minute interview.	The transcript contains a short number of questions and answers that would be spoken in less than 3 minutes. Not good enough.	Document not included in dossier
Notes Notes taken during the interview 10%	Notes were extensive, clear and to the point. They also reflect the interviewers' personal opinion about the candidate.	Notes were short but useful. They somehow reflect the interviewers' personal opinion about the candidate.	Only a few notes with personal comments from interviewers. In real life interviews' notes play an important role to hire an employee.	Few notes describing the candidate. Not enough to tell one what potential employee from another.	The interviewers did not take any notes during the interview. This is very unusual in the business world.
Performance review 10%	You have created your own form from scratch and you have added very useful information for you new employee.	You have created your form from scratch and in contains ticking boxes and specific information.	You have ticked some ready-made boxes in a predefined document, and you have added specific information your new employee can learn from.	You have ticked some ready-made boxes in a predefined document but added little or no useful information for your new employee.	Document not included in dossier
English 10%	Error-free dossier, including a fair amount of correct professional English.	There are a few of spelling and grammar mistakes, but the language used in the dossier is fairly good.	There are a good number of spelling and grammar mistakes. Use spell/grammar checkers to write better and learn some grammar at the same time.	There are many mistakes, some of which are a bit basic. Please revise your grammar. Use Hemingway.com or Grammarly.com to improve your writing.	Sentences make no sense.
Overall consistency It looks real 10%	Your dossier seems a real exchange between your company and the candidate.	Your dossier is pretty consistent. All documents are well connected.	Your dossier is not bad, but it lacks cohesion across documents. Document order needs revision.	You definitely need to work a little harder. One or more documents in your dossier are poor/short/not there.	Your dossier seems a combination of independent documents with little or no relation to each other.