Criteria for Desktop Review

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| Name: |  | Role: |  | Date: |  |

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| Criteria | Importance | Yes | No | Comments / Justification |
| Candidate location / mobility vs. role requirements  Where the role is located vs. the current location of the candidate? Is the candidate able to relocate? | High |  |  |  |
| Flexible work preferences vs. role requirements  Does the candidate require flexible work and is the role appropriate for this level of flexibility? If not, why not? | High |  |  |  |
| Experience and skill set vs. role requirements  Does the candidate have the appropriate skills, experience and aptitude for the role? This is based on internal and external experience. Please justify your assessment. | Critical |  |  |  |
| Feedback from current leader and relevant stakeholders  What is the feedback from the current leader? Do they believe the candidate has the appropriate skills and performance for the new role? Do the current stakeholders have a view on the candidacy? | High |  |  |  |

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| Summary Comments: | | |
| Overall Assessment:  Offer the Candidate Reject the Candidate Move to Interview | | |
| Assessment Completed by: | Name:  Title:  Date: |  |