

# Scored application forms

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An application form is essentially a sales document - your first chance to decide if you want to "buy" the candidate's knowledge and experience. However, standard types of application form can make it difficult to evaluate fully what is on offer. In addition, sifting application forms is both laborious and open to all sorts of subjective bias. High volumes of applications can take days or even weeks to sift and there is no guarantee that every form gets an equally robust review.

CGR delivers the solution through scored application forms. We start off by working with you to define the role to be filled, the experience required and the competencies the successful candidate will need. We then design an application form which captures just the information you need in order to make a focused first sift of applicants. Along with the application form we design a scoring system which ensures objectivity and effectiveness in assessing applicants.

The benefits to the organisation are many fold:

- the application form captures the experience and competency information you want and need to know about
- the application form is designed to reflect your organisation's brand and values
- the scoring system ensures that all applicants are measured against the same yardstick
- the sifting process is considerably faster, and therefore more cost-effective
- sifting, because it is a structured process, can be delegated to more junior staff
- The competency information captured on the application form can be used as a basis for subsequent interviews

**London Office:**

41 Lothbury  
London  
EC2R 7HG

Tel: +44 (0)20 3178 6904

Fax: +44 (0)20 3170 8401

Email: [info@cgr.co.uk](mailto:info@cgr.co.uk)

Web: [www.cgr.co.uk](http://www.cgr.co.uk)

**Manchester Office:**

The Coach House  
Parkfield Road South  
Didsbury  
Manchester  
M20 6DA

Tel: +44 (0)161 445 0916

Fax: +44 (0)870 051 1867

CGR can also help you take a scored application system a step further by putting the form on your recruitment website. We can set up a web application which is printed off for manual sifting or one which is scored electronically, taking all the work out of the office. Web-based application forms are fast becoming the norm - CGR will help you to realise all the benefits of time-efficiency, cost-efficiency and rapid response that web-based application processes can provide.