

## Candidate Screening Checklist (Sample)

Job Title	Punch Press Operator
Candidate's Name	

What are the main duties of the job?

	Yes	No
Wears personal protective equipment when near machinery	<input type="checkbox"/>	<input type="checkbox"/>
Observes safe distance from machine and other employees	<input type="checkbox"/>	<input type="checkbox"/>
Take raw materials and insert into punch press	<input type="checkbox"/>	<input type="checkbox"/>
Operate the punch press by placing the raw material in place, and pressing the buttons	<input type="checkbox"/>	<input type="checkbox"/>
Observing to make sure that the finished product is up to specification	<input type="checkbox"/>	<input type="checkbox"/>
Takes the finished product and places into an individual wrap	<input type="checkbox"/>	<input type="checkbox"/>
Places the wrapped product into a box and taped up when it reaches the desired quantity	<input type="checkbox"/>	<input type="checkbox"/>
Cleans up the work area	<input type="checkbox"/>	<input type="checkbox"/>

Candidate Screening Checklist (Fillable)	
Job Title	
Candidate's Name	

What are the main duties of the job?

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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