**CV Matrix Example**

A scoring matrix is used to determine the relative score made by matching two characters in a sequence alignment. A matrix is an effective tool used throughout the CV review processes, to assess the suitability of the candidates against the elements within a job description. The matrix is comprised of the following sections:

1. **Assessment Criteria** – What it is you are assessing through the CV review.
2. **Score** – To grade how suitable a candidate’s CV is against the assessment criteria drawn from the job description. In this example we will use a scoring system from 1-4 to grade the candidates on each CV.
   1. 1- Limited evidence of assessment criteria.
   2. 2- Partially meets assessment criteria (requiring development).
   3. 3- Meets the assessment criteria.
   4. 4- Exceeds the assessment criteria.
3. **Reason** – A note to justify grading the candidate with a specific grade to ensure it has been evidenced.

**Example**

| **Candidate No.** | 37839 |
| --- | --- |
| **Job No.** | 37839 |

| **Assessment Criteria** | **Score** | **Reason** |
| --- | --- | --- |
| *Written and Verbal Communication Skills* | *3* | *This candidate has demonstrated that they have great written and verbal skills through the experiences they’ve had working as a freelance copywriter for a local newspaper and having published multiple articles.* |
| *Customer Service Experience* | *4* | *The candidate has experience working as a receptionist for a hotel. Part of their responsibilities were to manage the front desk, incoming calls, and a computerised booking system.* |
| *Interpersonal Skills* | *2* | *The candidate has briefly spoken about being friendly but has not referenced any interpersonal skills on their CV.* |
| *Organisational Skills* | *3* | *The candidate has written about their time management and organisational skills, balancing their freelance work with the newspaper and working at the hotel to ensure they have given sufficient time to be successful at both.* |
| - | **TOTAL: 12/16** | - |