

Cheat Sheet: How to Screen Resumes Quickly



Preparing for Screening

- The first look through the stack is just a quick view — looking at appearance only.
- Sort through the pile and look for resumes that are not up to scratch, ones that look sloppy, hard to read, etc.
- Put these resumes into another pile — it will be the discard pile — and you can send a reply to them later.

- Do set aside some time to conduct this process thoroughly. Overly speeding through the hiring process is a recipe for disaster!
- Prior to looking at resumes, be clear on the personality traits and qualifications you are looking for. Have these written out for reference throughout the process.
- Collect all your resumes into one stack. If working paperless, have them all in one folder. Getting organized will streamline the process, making it easier to get to the best candidates and to weed out the undesirable ones.

The First Look



The Second Look

- By now you should have a pile of resumes that are well organized, look professional, and are tailored to the position advertised.
- Check if the candidate tailored the skills to match the job description and if they possess the necessary technical skills for the job.
- Consider their writing skills. Can they communicate information effectively?
- Review the experience and career history section. Does their experience match the skills they listed? Also pay attention to any gaps in employment — discuss these at the interview.

- More time should be spent on the second look through the resumes. This time focus on reviewing the “objective” on the resume.
- The applicant should have an objective that matches the position advertised — if they do place these in a separate pile.
- If the objective is just not what you are looking for, place them in the discard pile.

Selecting Candidates for Interviews



Wrapping up



- If you get stuck on a resume at any point, place it in the second chance pile or consult the reference list that you made in the beginning.
- Don't settle. Keep looking until you find the employee that ticks all the right boxes. It will be well worth it in the end.