

DEVELOPING EXCEPTIONAL RECRUITERS

Screening Resumes checklist

When we are screening resumes, we are assessing both the candidates experience level and trying to build a picture as to WHO this person is. It is important to read between the lines to understand the candidates likely culture fit as well as their skill level.

The more resumes you screen, the more effective you will get at it!

- Profile and what does it say about the person
- Location
- Working rights
- Education
- Qualifications and Certifications
- Organisations they have worked for (what do we know about these organisations in terms of size, culture, values, reputation, credibility and professionalism)
- Grammar and format of resume including length
- Relevant level of experience
- Relevant length of experience
- Longevity in roles
- Reasons for leaving roles
- Career gaps and have they been explained
- Cover letter detailing any additional information (if junior or specialist this is especially relevant)



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