



Resume Screening Guidelines

Review candidates' resumes and determine if there is alignment between the applicant's experience, education, demonstrated skills and accomplishments, and the requirements of the position. An effective resume screen will prepare you for an effective phone screen.

- Review the resume for any gaps or unaccounted time intervals in the applicant's history that need clarification. Also check for rapid moves from company to company (job-hopping is defined as less than one year with each company).
- Review the candidate's education. It should match the technical and personal criteria established for the position.
- Review the candidate's experience. It should match the technical and personal criteria established for the position.
- Look for a logical progression of responsibilities and achievements outlined in the resume.
- Assess the extent of the candidate's participation in the achievements outlined in the resume. Was it actually their accomplishment or something the company or someone else achieved? Are the accomplishments listed the types of things you would like to see them accomplish in this position?
- Assess the applicant's job skills. Do they indicate what skills they have? Does their resume content reinforce their claims?
- Does the applicant provide specific measures of their performance/success in their career (i.e. grades, awards, number of people managed, number of projects completed, etc.)? Are these specific successes applicable to this position?
- Review the resume for format, grammar and spelling errors. Generally, a resume should be well put together and free of errors. However, if many of the other elements of skill, experience and education are a potential match, a minor spelling or grammatical error should not eliminate the candidate.