

Screening Resumés: A Checklist

Use the checklist below to help you screen resumés for your open positions.

Yes = Definitely meets minimum qualifications and possibly more.

No = Definitely NOT qualified; does not meet minimum qualifications and/or poor presentation of skills and qualifications.

Maybe = Possible consideration depending on applicant pool; meets most of minimum qualifications.

Applicant Name: _____				
1. Presentation:	Yes	No	Maybe	Comments
Typos				
Misspellings				
Grammatically Correct				
Online Resumes may not seem reader friendly; remember to focus on content				
2. Employment History - Consider:	Yes	No	Maybe	Comments
Gaps (not always bad if candidate can explain)				
Amount of time spent in each job				
Career progression				
Accomplishments				
3. Relevant experience and skills as outlined in posting - Consider:	Yes	No	Maybe	Comments
# of years in relevant job function				
Similar environment or related industry				
Transferable skills that would be relevant to this job				
Don't rule out someone who seems "over qualified"; candidates often have good reasons for wanting to "downsize"				
4. Required skills as outlined in posting - Consider:	Yes	No	Maybe	Comments
Software packages				
Languages, operating systems				
5. What else is necessary according to the posting (leadership, supervision, program management...)?				