

CHECKLIST FOR REVIEWING APPLICATION FORMS AND RÉSUMÉS

When reviewing application forms and résumés, sort the applicants by the job for which they are applying for. Save the miscellaneous ones for last.

- ✓ Review the job description(s) for the position(s) you are attempting to fill. Note minimum requirement needed and refer to them as often as you review résumés/applications.
- ✓ Ignore the applicant's name, address or personal information to limit subconscious biases.
- ✓ Attempt to ignore superficial issues such as style, typographical areas in favor of content, unless such issues are directly related to the position for which they are applying. Such scrutiny may unintentionally rule out members of protected classes.
- ✓ Check work experience for applicability to the position for which they are applying, length of time in each position, promotions or awards received, reason for leaving each position.
- ✓ Note gaps in employment but do not assume they were caused by negative reasons. Gaps could be as a result of sickness, maternity leave, education leave, etc.
- ✓ Check educational background for qualifications necessary to successful job performance.
- ✓ Note special skills (i.e. computer software, office equipment, etc.)
- ✓ Note on a separate piece of paper any pertinent questions that arise when reviewing the résumé/application and ask those during a telephone screen.
- ✓ Divide résumés into 3 groups – one for those that closely match job requirements and for which a telephone screen is appropriate (Green Applicants); one for those that meet some of requirements and may be considered secondarily (Yellow Applicants); and one for those who do not meet the requirements at all (Red Applicants)
- ✓ If necessary, screen the top group again to further narrow down the candidates. On average, about 10 résumés per open position should be sufficient.
- ✓ During telephone screening briefly describe the position, locations, hours and salary range (if appropriate) and ask if the candidate is still interested in being

considered. If so, ask for brief clarification on any important questions raised during your initial review.