

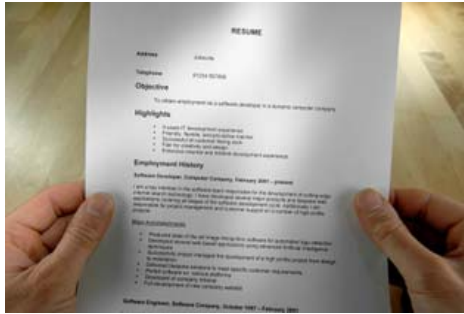


Tips for Reviewing Resumes

Jennifer Habermann

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In today's ever changing business world, we are constantly striving to stay on top of industry trends and best practices to operate more efficiently. The area of human resources has not gone untouched by change, and we need to address changes specific to the recruitment process. A company is only as strong as the weakest link, so it is imperative that an organization place emphasis on finding the right candidate. Finding the ideal candidate starts with reviewing resumes. Whether you are working with a staffing agency or conducting your own search, it is important to keep the following tips in mind when reviewing resumes.

First, the process of reviewing resumes does not begin with a resume. More specifically, the process of reviewing resumes starts with a solid job description. One must thoroughly understand the scope of the position before he or she can begin searching for qualified candidates. It is sometimes helpful to create a list of the most important qualifications you seek in an ideal candidate. This is sometimes referred to as a "candidate profile" and should include selection criteria such as desired educational level, relevant experience, and required skill sets.

The job description and candidate profile are not only important for reviewing resumes, they are also essential in the ad writing process. You will need both accurate and detailed information to develop an effective ad that will attract the ideal candidate. In preparation for the resume review, one will want to spend an adequate amount of time writing the ad and posting on the appropriate websites. Spending time in preparation will enable you to save time in the process of reviewing resumes. More specifically, effective ads and placement will narrow down the selection process more accurately.

Once the preparation process is complete and your inbox starts to fill with resumes, you are ready to start reviewing resumes. In reviewing resumes, it is important to be able to devote a block of time so the qualifications and credentials of candidates can be compared to one another. In the initial review of resumes, it is important to note that as technology has advanced so too has the

submission of resumes. Due to the change in submission of resumes from snail mail to email, individuals reviewing resumes have modified the traditional screening process. For example, no longer does the quality of stationary and appearance of envelope play a role in the review of resumes. Although there have been some changes to the traditional screening process, other techniques have gone unchanged. For example, proper spelling and grammar still weigh heavily in the review of resumes.

To start the actual review of resumes, you will want to skim each resume to obtain an overall impression of the candidate's resume. The resume should have an overall flawless presentation with easy to read formatting and organization, correct use of grammar, and proper spelling. If the candidate's resume passes the initial inspection, you will want to review it further to assess whether or not the candidate meets your top credentials outlined in your candidate profile. More specifically, you will want to look for relevant educational and work experiences. While reviewing relevant educational and work experiences, you will want to keep a focus on the most recent educational and work experiences. Although it is important to look at recent experiences, you will also want to consider the stability in work history when identifying potential candidates.

If a candidate fulfills your top credentials, you will want to review it more thoroughly concentrating on such things as the applicant's specific skill sets, achievements, and extracurricular activities. In this step of the resume review process, you are also looking for red flags (i.e. employment gaps, multiple shifts in career paths, and evidence of decreasing job responsibilities). Once you have reviewed all resumes in the search of red flags, you will want to identify the most qualified applicants. The most qualified candidates thus far should be contacted for an initial phone screen.

After the initial phone screens, you will be well on your way to successfully finding the right candidate. Just remember that finding the right candidate starts with reviewing resumes.

ABOUT THE AUTHOR



Jennifer Habermann graduated with honors from the University of St. Thomas majoring in both Business Administration and Journalism with a concentration in Advertising. Upon graduation, she utilized her education in advertising working for Martin|Williams as a Media Planner. After spending time in the advertising industry, she decided to pursue a career in recruiting working for Express Personnel as a Staffing Consultant. Jennifer has combined her experiences in advertising and recruiting working for Lakeshore as a Recruiter.

ABOUT LAKESHORE

Since 1995, Lakeshore has focused on providing accounting and administrative support personnel delivered through temporary help, as well as project, contract to hire and direct hire placements. They annually provide employment to thousands of employees in five major U.S. metropolitan areas, offering specialized staffing solutions to small and medium sized growing organizations. With an absolute commitment to value, they deliver consistent quality people, flexibility and responsiveness, and strong relationships through an entrepreneurial localized approach. More information on the company can be found at the [Lakeshore website \(http://www.lakeshorestaffing.com\)](http://www.lakeshorestaffing.com).

