



RESUME
**SCREENING
CHECKLIST**

Resume Screening Checklist

Before you start screening:

Use the position description to define the skills, traits and qualifications needed, such as experience, education, knowledge, competencies and behavioral traits.

Categorize your list into the must-haves and the nice-to-haves, your minimum requirements and your preferred requirements. When setting this up, ask yourself if the person is unable to do the job without that item. If so, it's a must-have and will help you screen out resumes faster.

Checklist:

- **Immediate Red Flags:**

Job hopping, employments gaps, short tenures (good if these are explained in a cover letter), no dates, decreasing responsibilities, long paragraphs and inappropriate email addresses.

- **Contact Information:**

Name, phone number, and a professional email address; you might start with a blind email address if you are working through a posting site, so ask for direct contact information once you start communicating with the candidate.

- **Location:**

If the candidate is required to work in a certain location, eliminate anyone outside of your radius. If there is no physical address, be sure to get this information early in the process to avoid wasting time.

- **Objective Statement:**

Not always necessary, but if they have one, does it make sense? Did they take the time to change it for the specifics of this job?

- **Relevant/Specific Skills and Experience:**

Does the candidate have your must-have skills? Are you happy with the nice-to-haves listed? Did the candidate highlight skills that match the job requirements in the posting?

- **Education:**

Does the candidate meet your minimum requirements?

- **Grammar & Spelling:**

Even if the job does not involve writing, good communication skills are important in many jobs. The resume and cover letter should be written carefully. Reject resumes with typos as it reflects carelessness.

- **Readable, organized, professional:**

Is the layout consistent and thoughtful? Does the information make sense? Does the information match LinkedIn?

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- **Web Presence:**

If the job benefits from a web presence, like a graphic designer, then you'll want to see examples of the individual's work beyond the resume.

- **Dates:**

Resumes without dates, with years only, or with the dates scattered around suggests the candidate may be trying to hide something. You want to know where the candidate worked, when they were there and for how long.

- **Quantifiable Results:**

Look for actual accomplishments and details. For example: Closed \$8500 in new business every month; grew number of unique site visitors from 450 to 10,000; implemented a successful KPI system for customer service.

- **Initiative:**

Look for action verbs like "led", "created" and "improved"

- **Recognition and Awards**



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