Tips for Screening Resumes

Reviewing a large number of resumes can be a time-consuming process for even seasoned recruiters. However, with careful planning and a structured approach, the screening process can be efficiently streamlined to identify the most qualified candidates for interviews.

Please be aware that our University's Applicant Tracking System is designed to automatically filter out candidates who do not meet the minimum qualifications for a position. Additionally, the Talent Management team can also conduct a preliminary screening of applicants to help you narrow down the candidate pool.

Define the Job Requirements Clearly:

- Become familiar with the job and its position description in order to efficiently and accurately compare the experiences listed on a resume with the requirements of the job description. Focus on the essential skills, qualifications, and experience required for the position.
- Prioritize key qualifications by determining which factors are most important for the role.

Use a Consistent Scoring System:

- Create a scoring system (rubric) to evaluate each candidate's qualifications against the job requirements.
- Assign points to different criteria, such as education, experience, and skills.

Focus on Relevant Experience:

- Evaluate how well the candidate's experience aligns with the job's specific responsibilities.
- Identify skills that can be applied to the new role, even if they weren't directly acquired in previous positions.

Be Mindful of Bias:

- Be aware of potential biases and strive to evaluate candidates objectively.
- Base your decisions solely on the candidate's qualifications and experience.