

## **When Reviewing Resumes:**

### What you want:

- Look for achievements backed by data
- Applicant who is self aware enough to know if they have been bad fit in prior jobs
- Optimism

### What you don't want:

- misspelled resumes (we have google and CHATGPT no excuses)
- any bad mouthing of prior or current company/job
- any sort of negativity
- Job hopping (excessive number of jobs in period of time that are **unrelated**)

## **Sequence of Events:**

1. Highlight/star all candidates that spark interest
2. Call them immediately for a phone screen
3. If no answer, send email with link to schedule
4. If they answer, conduct a phone screen.

## **Phone Screening 101: (5-15 min duration)**

### **1. Basic information**

Stick to the basics and verify information with phone interview questions such as these:

- *Where are you in your job search, and what do you hope to accomplish?*
- *When could you start working?*

### **2. Salary expectations**

This is an important question to ask early in the screening, because it will shed light on the candidate's expectations and whether he or she is making more than what you expect to offer.

- *What is your salary at your current job?*
- *How much would you like to earn in this position?*

### **3. Desire for the job**

Evaluate their work style and interest in this job, along with their motivation for leaving their last one.

- *What reasons do you have for leaving your most recent job?*
- *What attracted you to apply for this position?*

**TIP:** Ask follow-up questions, if you need clarification, but keep in mind this is an introductory interview.

### **4. Knowledge of the company**

This will give you a clue about whether the interviewee took the time to do some company research.

- *What attracted you to our organization?*
- *What do you know about our products or services?*

**TIP:** Keep brief notes so you can compare answers with other candidates.

### **5. Issues with the resume**

Be sure to raise any concerns or red flags that came up when you read the candidate's resume.

- *What skills have you gained or strengthened recently?*
- *What did you do during the year-long gap in your employment?*

**TIP:** Listen for tone and communication skills.

### **Basic Questions:**

- *What is a typical day like at your current job?*
- *How do you see yourself contributing in this position?*
- *What would you hope to get out of this job?*
- *Where do you see yourself in five years?*
- *What questions do you have for me?*

### **Phone interview screening red flags**

During the interview, it's important to listen for warning signs that the candidate may not be an ideal match for your company. Here are some potential red flags:

- **A lack of enthusiasm** — Does the candidate seem excited about the prospect of working at the company, or does he seem like he's simply going through the motions during the interview?
- **No questions** — If the interviewee doesn't have any questions for you about the team, job or firm when asked, it could be a sign that she's not very interested in the job.
- **Sounding distracted during the interview** — If the candidate sounds as though he's browsing Instagram or otherwise multitasking while speaking to you, it likely means he's not focused on the interview or getting the job.
- **Negative comments about former employers** — It's never a good sign when an interviewee badmouths a current or former employer. It can mean she takes no responsibility for her own part in workplace dynamics and lacks professionalism.
- **A focus on money** — Repeatedly returning to the topic of salary or benefits in the phone screening interview, before a candidate makes it to the next round of interviews, can be a sign he's primarily focused on money and perks, not the job and company.
- **Cursing** — It's not that cursing never happens in the workplace (it really depends on the culture of each firm or company), but no one should use foul language during an interview. It's unprofessional and makes you wonder if the person would do the same thing when presenting to management or clients.