

Information Technology & Business are inextricably interwoven. You cannot talk meaningfully about one without the other. - Bill Gates



RESUME CHECKLIST

EMPLOYMENT SERIES



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# RESUME CHECKLIST

This is the first document in the employment series.

The ultimate goal of the employment series system is to employ a candidate that is in the top 5% of the available talent for the given salary we are offering.

The position has been advertised and applicants have sent in their resumes. Our job from here on in is to discount unsuitable candidates in a time effective manner.

The first step in this process is to screen the resume's themselves for obvious signs the candidate is not suitable for the position. This may be clear lack of experience or a very poorly constructed resume.

We use a checklist to systemise this process to ensure it remains consistent and fair throughout.

The resume is our first contact with the applicant and is also the first example of their work.

Written communication is vital at all levels at Creydall Systems. Failing at this task will almost certainly ensure failure at all other levels.

## VITALS

NAME OF APPLICANT: \_\_\_\_\_

POSITION SOUGHT: \_\_\_\_\_

SUBURB OF CANDIDATE: \_\_\_\_\_

CONTACT PHONE : \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

BEST TIME TO CALL: \_\_\_\_\_

TODAYS DATE: \_\_\_\_\_

NAME OF CREYDALL STAFF \_\_\_\_\_

PLEASE HIGHLIGHT APPROPRIATE RESPONSES

PRIORITY 1 - VERY HIGH WEIGHT

10      8      6      3      -1      WEIGHT

	10	8	6	3	-1	WEIGHT
Level of experience for position	Very High	High	Standard	Sub Standard	Poor	10
Level of Job Hopping	None	Isolated	Medium	High	Extreme	10
Verifiable accomplishments mentioned	Often	Occasionally	Twice	Once	Not at all	10
Overall written communication ability	Outstanding	High	Average	Poor	Very Poor	10
Inconsistency in employment history	None	Very Minor	Minor	A Concern	Major	10
Number of spelling errors found on the resume	None	2	4	6	over 8	10

(WEIGHT) X SCORE = TOTAL

NOTES:

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PLEASE HIGHLIGHT APPROPRIATE RESPONSES

PRIORITY 2 - HIGH WEIGHT

10      8      6      3      -1      WEIGHT

	10	8	6	3	-1	WEIGHT
Quality of grammar	Very High	High	Standard	Sub Standard	Poor	6
Relevance to position applied	Very High	High	Standard	Sub Standard	Poor	6
Gaps in work history	None	Weeks	Months	Years	No History	6
Targeted resume for position	Definitely	Likely	Possibly	Unlikely	No	6
Focus on Achievements & successes	Very High	High	Standard	Sub Standard	Poor	6
Personalised Cover letter attached	Yes				No	6
Number of times the phrase "Exposure to" appears	None	1	2	3	4 or more	6
Number of times the phrase "Familiar with" appears	None	1	2	3	4 or more	6
Number of times the phrase "Currently undertaking" appears	None	1	2	3	4 or more	6
Does the resume flow logically	1	2	3	4	5	6

(WEIGHT) X SCORE = TOTAL

NOTES:

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PLEASE HIGHLIGHT APPROPRIATE RESPONSES

PRIORITY 3 - MEDIUM WEIGHT

10      8      6      3      -1      WEIGHT

	Very High	High	Standard	Sub Standard	Poor	
Overall appearance of the resume						4
Ease of Reading	A Joy	Pleasant	Average	Poor	Very Poor	4
Level of personal information	Appropriate	2	3	4	Inappropriate	4
Level of Education	University	Diploma	Tafe Cert	Year 12	Year 10/11	4
Contact information easily accessible	Yes	2	3	4	No	4
Contact information complete	Yes	2	3	4	No	4
Resume has Clear objective	Yes	2	3	4	No	4
Spell checker set to Australian	Yes				No	4
Meaningfull file name attachment	Yes	2	3	4	No	4

(WEIGHT) X SCORE = TOTAL

NOTES:

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PLEASE HIGHLIGHT APPROPRIATE RESPONSES

PRIORITY 4 - LOW WEIGHT

10      8      6      3      -1      WEIGHT

	10	8	6	3	-1	WEIGHT
What format is the resume sent	PDF	DOC	HTML	Other		3
Number of pages	2-4	4-8	0-1	9-11	Over 12	3
Appropriate size & type of font used	Appropriate	2	3	4	Inappropriate	3
Consistent font used throughout	Appropriate	2	3	4	Inappropriate	3
Bullet points - highlighting - Paragraph Spacing	Appropriate	2	3	4	Inappropriate	3
Use of abbreviations	None	Low	Medium	High	Very High	3

(WEIGHT) X SCORE = TOTAL

NOTES:

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## PRIORITY 1 - HOW TO MEASURE

### **LEVEL OF EXPERIENCE FOR POSITION**

The third column is the midline so for example if 5 years experience was asked in the advert then this would be represented by the midline

If the person only has 3 years experience then that would be entered in the substandard column, 2 years would be put in the poor category. Conversely 10 years would go into the 1st or very high column.

### **LEVEL OF JOB HOPPING**

The third column is the midline so for example if there was 5 positions in 7 years then this would be represented by the midline

If the person has 5 positions in 5 years then this should be entered in the substandard column, 10 positions in 5 years would be put in the poor category. Conversely 2 positions in 8 years would go into the 1st or none column.

### **VERIFIABLE ACCOMPLISHMENTS MENTIONED**

This represents the amount of actual accomplishments mentioned that can be verified at a point in the future. For example “Saved my last employer \$300,000 by implementing a new database system” This is an accomplishment that is easily verified.

### **OVERALL WRITTEN COMMUNICATION ABILITY**

Your overall impression of the quality of the written communication within the resume. While this takes in many items that are measured, sometimes a group of fundamental mistakes can be made, yet the end result is still good.

### **INCONSISTENCY IN EMPLOYMENT HISTORY**

This includes gaps in time, hazy dates or no dates at all for employment history. It could include use of generic duty lists instead of accomplishments and lack of detail of actual duties undertaken.

### **NUMBER OF SPELLING ERRORS FOUND ON THE RESUME**

Spelling errors demonstrate a lack of care and detail which is why they have a high weighting.

## PRIORITY 2 - HOW TO MEASURE

### **QUALITY OF GRAMMAR**

Grammar is measured from Very high standard to a poor standard. Grade appropriately

### **RELEVANCE TO POSITION APPLIED**

Sometimes candidates blanket bomb/mass apply for positions and expect employers to work out whether the positions is relevant to them. Compare their education and experience to the job requirements and grade accordingly.

### **GAPS IN WORK HISTORY**

There may be no gaps in the work history or there may be quite a large amount of time missing. Mark accordingly.

### **TARGETED RESUME FOR POSITION**

Measure whether the candidate has taken the effort to target their resume for the position we have advertised.

### **FOCUS ON ACHIEVEMENTS & SUCCESSES**

It is important that the candidate focuses on past achievements as this is a good indicator of future achievements. Mark as appropriate. 1 achievement listed would be the midline or medium column.

### **PERSONALISED COVER LETTER ATTACHED**

No cover letter attached shows a lack of care and attention to detail, only two choices on this.

### **NUMBER OF TIMES THE PHRASE “EXPOSURE TO” APPEARS**

This phrase commonly shows a lack of commitment and is a key indicator that there may be a lack of experience on the topic being covered.

### **NUMBER OF TIMES THE PHRASE “FAMILIAR WITH” APPEARS**

This phrase also shows a lack of commitment and is a key indicator that there may be a lack of experience on the topic being covered.

### **NUMBER OF TIMES THE PHRASE “CURRENTLY UNDERTAKING”**

This phrase is often used when a candidate wants to get something on their resume but has actually not completed and may not of even started it. This is commonly used in “Currently undertaking an MCP in Windows Vista” which means they may of read the first page of a study guide.

## **PRIORITY 3 - HOW TO MEASURE**

### **OVERALL APPEARANCE OF THE RESUME**

Putting all the individual components aside, how does the resume look?

### **EASE OF READING**

Is the resume easy to read? Does it flow and are spaces where there should be.

### **LEVEL OF PERSONAL INFORMATION**

Some candidates put photos, age, sex, and other inappropriate information. It is widely known that this sort of information is not required from a candidate. Inclusion of this sort of information shows a lack of sophistication.

### **LEVEL OF EDUCATION**

Level of education obtained. While a diploma may be a tafe qualification it is treated seperately.

### **CONTACT INFORMATION EASILY ACCESSABLE**

Is all the information required to contact the candidate easily available at the top of the resume.

### **CONTACT INFORMATION COMPLETE**

Is all contact information available including email address, preferred contact times and mobile phone number.

### **RESUME HAS CLEAR OBJECTIVE**

Does the resume have a clear objective and is the information set up in such a way as to allow readers to see the objective?

### **SPELL CHECKER SET TO AUSTRALIAN**

This is a yes or no answer, if you cannot tell then mark it as yes.

### **MEANINGFULL FILE NAME ATTACHMENT**

The attachment sent with the application email needs to be meaningful eg: Resume\_Adam\_Randall\_19th\_August\_2009.pdf this would get top marks. A resume called "resume.pdf" should get the lowest marks. Mark accordingly.

## PRIORITY 4 - HOW TO MEASURE

### WHAT FORMAT IS THE RESUME SENT IN

PDF is the most desired followed by DOC format. Rate accordingly.

### NUMBER OF PAGES

Optimum number of pages is between 2 and 4.

### APPROPRIATE SIZE, TYPE OF FONT USED

Take into account how easy the font size is to read and the appropriateness of the font used.

### CONSISTENT FONT USE

It is highly desirable to use the same font throughout the whole resume. One font used throughout should be marked high, many fonts, font sizes coupled with bold, Italic and colours should be marked down.

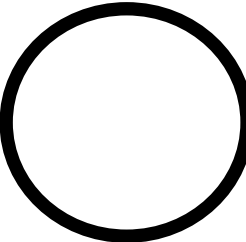
### NUMBER OF SPELLING ERRORS FOUND ON THE RESUME

Spelling errors demonstrate a lack of care and detail which is why they have a high weighting.

### USE OF ABBREVIATIONS

Use of abbreviations is not desirable, the more they are use, the less the candidate should be marked.

$$\text{TOTAL SCORE} = \text{SCORE 1} + \text{SCORE 2} + \text{SCORE 3} + \text{SCORE 4}$$

TOTAL SCORE = 

MINIMUM SCORE TO PASS

984