

Checklist for Reviewing Resumes or Application Forms

- Review the job description for the position you are attempting to fill. Note minimum and preferred requirements and refer to them often as you review the application materials.
- Ignore the applicant's name, address or personal information to limit subconscious biases.
- Attempt to ignore superficial issues such as style or typographical areas in favor of content, unless such issues are directly related to the position for which they are applying. Such scrutiny may unintentionally rule out members of protected classes.
- Check work experience for applicability to the position for which they are applying, length of time in each position, promotions or awards received, reason for leaving each position.
- Note gaps in employment but do not assume they were caused by negative reasons.
- Check educational background for qualifications necessary to successful job performance.
- Note special skills (i.e. computer software, office equipment).
- Note on a separate piece of paper any pertinent questions that arise when reviewing the application material. With search committee chair approval, ask those questions during a telephone screen or interview.
- One way to screen applicant information is to divide the information into two groups - one group for those that closely match job requirements and for which a telephone screen or interview is appropriate and one group for those who meet some requirements and may be considered secondarily.
- If necessary, screen the top group again to further narrow down the candidates.
- During a telephone screening briefly describe the position, location, hours and salary range (if appropriate) and ask if the candidate is still interested in being considered. If so, ask for brief clarification on any important questions raised during your initial review.