

SCREENING APPLICANTS

Tips for Identifying the Best Qualified Candidates

There are hundreds of resumes generated for each job posting. Managing them can be overwhelming. Developing a system for reviewing and qualifying will be an important part of your process.

For step-by-step instructions on how to manage applications and resumes within the TEAMS system, refer to the instructions located under:

TEAMS – Hiring Supervisor’s Steps in the Hiring Process

Before you begin the process the following information may be helpful.

- Develop a grid or spreadsheet. Across the top include headings for the specific requirements: degree (if necessary), certifications or licenses, years of experience, type of experience, and a column for notes. Be sure to include columns for the specific requirements and attributes you feel are essential. As you review resumes and find ones you are interested in, jot down facts in the columns.
- Eliminate the candidates that do not meet the minimum qualifications. By changing their status to not qualified, they will be removed from the active applicant list. (See the TEAMS document for instructions.)
- NOTE: Candidates for clerical positions have been prescreened by UHR. Only qualified candidates will be sent to the hiring supervisor. The hiring supervisor will select the interview pool from the qualified candidates.
- Review the application, cover letter and resume. Candidates may elect not to complete the application in its entirety assuming that the pertinent information is included on the resume or in the letter. Be sure to read all three documents.
- If you included position specific questions when you developed the position description, those questions and the candidate’s responses will appear at the bottom of the application.
- When you review the resume always look for the following:

<u>Positive Attributes</u>	<u>Negative Attributes</u>
Stability in a position	Unexplained gaps in employment
Detailed description of work performed	Frequent job changes
Promotions	Errors in documents or poorly written materials
Well written documents	