

Resume Auditing Checklist

As an employer, reviewing resumes is a crucial step in identifying top talent for your practice. This checklist is designed to help you streamline the applicant evaluation process by ensuring you assess the qualifications, skills, and experience effectively of the candidates. By focusing on key elements such as clarity, relevance, and consistency, you will be able to easily identify applicants who are the best fit for your team and company culture.

Check for Relevance of Experience

- Ensure that the listed experience is relevant to the job the candidate is applying for. Irrelevant roles or skills should either be minimized or excluded.
- Evaluate if the resume is tailored to highlight skills and achievements that align with the specific job or industry.

Consistency in Job Titles

- Ensure the job titles listed are consistent with industry standards and reflect the candidate's actual role.
- If there is a discrepancy in job titles (e.g., "Senior Associate" vs. "Assistant Manager"), clarify what the role entailed.

Verify Employment Date Range

- Check that the start and end dates for each position are clearly stated.
- Look for significant gaps in employment history and verify if the candidate has provided an explanation for them (e.g., "personal leave," "unemployed," "career break").
- If there are gaps, cross-check with the candidate or inquire if there are valid reasons (e.g., freelancing, consulting, or part-time work during the gap).

Employment Duration Consistency

- Review the time spent at each job. A person frequently changing jobs every 6 months may raise a red flag unless it's within a contracting or freelance career.
- Verify if the tenure aligns with job performance and experience level for the role the person is applying for.

Verify Contact Information

- Ensure that the contact information (name, phone number, email, LinkedIn profile, etc.) is complete, accurate, and professional.
- Double-check the email address for professionalism (e.g., avoid using personal, casual, or outdated email addresses).

Quantify Achievements

- Look for evidence that the candidate has provided measurable outcomes to demonstrate success in previous roles (e.g., "increased sales by 20%" or "managed a team of 10").
- If achievements aren't quantified, consider asking the candidate to add specific metrics or numbers to demonstrate impact.

Verify Skills and Certifications

- Ensure that the listed skills, certifications, and qualifications are relevant to the job being applied for and are backed by actual experience.
- Cross-check dates and validity of certifications if applicable (e.g., expiration dates on licenses or certifications).

Check for Overused or Generic Phrases

- Review for overused buzzwords like "hardworking," "team player," or "innovative," which do not provide substantive information. Make sure the candidate provides concrete examples of skills and experience.
- Ask the candidate to replace general phrases with specific examples to demonstrate skills.

Check for Typos and Formatting Errors

- Look for spelling or grammatical mistakes throughout the resume, especially in job titles, company names, and dates.
- Ensure the overall formatting is clean, consistent, and professional.