



Qualifications

When reviewing Resumes use the following information to make sure that the applicant is minimally qualified for the job they have applied for.

Basic Steps for Qualifications

1. Read

The position description (PD) thoroughly to determine what major job tasks are required for this position.

2. Review

PD to determine if specific license or certificates are necessary.

3. Review

The application package to decide if any of the required licenses or certificates are provided.

4. Review

The Qualifications and/or the KSA section to determine minimum qualifications.

5. Identify

Key words and phrases in the PD to help when reviewing the Resume.

6. Read

The Resume looking for those keywords

7. Read

The listed jobs and experiences carefully.

7. Make

The determination to qualify or disqualify an applicant based on your judgement and justification.

Licensure and Certifications

01

Documents

Check what if any licenses or certificates are required for the job in the PD

02

Missing

If the required documents are missing is generally made at the HRO Level

Reviewing a Resume

Objectivity

It is not the roll of the HR to make assumptions of the applicant, just decide if they are qualified or not. Assume that everything is true.

"Over Qualified"

An applicant may appear over qualified however, as long as they are minimally qualified they should be sent to the Hiring Manager

Length

Resumes can range between 1 and 20+ pages, no matter the length read carefully through all of the experiences listed.

Questionable

If there is a questionable resume get a second or third opinion if needed

Remember the most important thing is to be objective and unbiased when reviewing a resume.