

## **1: Understand the Job Requirements**

- Review the job description carefully.
- Identify key skills, experience levels, and qualifications needed.
- Note any specific certifications, technologies, or domain expertise required.

## **2: Initial Resume Screening (Quick Scan)**

- Check for **clear formatting** and readability.
- Look at the **summary/profile** section for relevance.
- Ensure the candidate's location and work authorization match the job requirements.

## **3: Technical Skill Match**

- Look for core technical skills related to the role (e.g., programming languages, frameworks, databases).
- Evaluate tools and technologies proficiency (e.g., AWS, Azure, DevOps tools, etc.).
- Check for relevant project experience showcasing practical application of skills.

## **4: Work Experience Analysis**

- Verify job titles and career progression (Are they moving up in roles?).
- Assess company background (Startups, enterprises, consulting firms, etc.).
- Look for stability vs. frequent job changes (job-hopping could be a red flag unless justified).
- Ensure the candidate meets the required years of experience in relevant roles.

## **5: Certifications & Education Check**

- Validate relevant certifications (e.g., AWS Certified, PMP, CISSP, etc.).
- Verify educational background (Does it align with the role?).

## **6: Project & Hands-on Experience Evaluation**

- Look for project details, responsibilities, and tech stack used.
- Identify if the candidate has worked on similar-scale projects.
- Check if they've used modern methodologies (Agile, DevOps, CI/CD).

## **7: Soft Skills & Communication**

- Look for teamwork, leadership, and problem-solving skills in job descriptions.
- Evaluate clarity in resume writing (well-structured vs. vague descriptions).
- If client interaction is needed, assess prior client-facing experience.

## **8: Cross-check Keywords & ATS Optimization**

- Ensure the resume contains keywords from the job description (important for ATS).
- Look for action verbs (developed, implemented, optimized) instead of generic descriptions.

## **9: Red Flags to Watch For**

- Unexplained employment gaps (Ensure valid reasons).
- Too many short-term jobs without contract explanations.
- Overuse of buzzwords without evidence of real experience.
- Mismatch in skills vs. job experience (e.g., 2 years of experience but claims "expert-level" proficiency).

## **10: Final Shortlisting & Submission**

- Pick the most relevant candidates based on skills, experience, and job fit.
- Highlight key strengths when submitting to hiring managers.
- Prepare questions for a pre-screening call before submitting to the client.