3.5. Resume Screening

We screen resumes before reaching out to the candidate, but we should also screen the resume before showcasing it to the Account Manager or Client. A resume being "good" or "bad" can be subjective but there are also minimum requirements that we should all look out for. In this module we will cover guidelines, tips, and tricks on how to screen resumes; as you go through 1000s of resumes, you'll pick up your way of doing things.

NOTE: Some clients / Account Managers will have specific requirements on how a resume should be formatted. For those instances, please work together with your Account Manager for those details.

NOTE: Some candidates are lazy, or dislike the fact that you have something "negative" to say about their resume. Remind them that you're the expert, and it's what you do for a living. Let them know the WHY behind each change, and how it can benefit them.

Screening Guidelines

Here is a guide of what to look out for...your order of how you screen a resume is up to you!

1. Refer to the job description, match must have skills with keywords in their resume (find function)
2. Screen on content first, ignore format for now (this can be fixed later)
3. Create your benchmark and choose the ones you want to contact
4. Make notes on why you like the candidate, so that you can refer back to it during your cold call / message
5. Look for red flags (see below)
6. **Contact info**... full name, location, phone number, and professional email address
   a. Work status
   b. Web presence info such as LinkedIn, GitHub, personal website, portfolio
7. **Objective Statement...**if the candidate is a new graduate then I'm okay seeing one... Otherwise, I don't need it.. and if they have it, it better match the job description they're applying to.

    a. I rather see an Executive Summary… the highlight of the entire resume, elevator pitch, highlights, achievements, the USP of the candidate. What separates this candidate from the rest?

8. **Grammar & Spelling**... The minute you open the resume...if you see a lot of red lines...be prepared to spend time working on this resume if the candidate is great and the content is good. Make your life easier by downloading Grammarly onto your browser.
    a. **Format**...is there a spacing issue? Inconsistency with bullet points? Different font style? Indentation issues? Readability (can it be parsed? Is it attractable at first glance? Will format mess up based on version? PDF vs DOCX.)
    b. **Length**...this is where it gets subjective. There's a false industry standard that all resumes have to be 1 page in length... The only time this should hold is if the client specifically asks for this. Otherwise, my rule of thumb is...

- 1 page for new graduates...
- 1 page for every ~4 years of working experience

9. **Skills Matrix**...an organized list to highlight their skills will go a long way. Challenge the candidate; are they listing every skill they've ever touched including the ones they aren't an expert in? Listing too much can be detrimental... If a client was to ask about a skill that the candidate has no expertise in, it will automatically paint a negative narrative for the remainder of the resume.
10. **Professional Experience** is the meat of the resume, read the first few lines and ask yourself... Do you know what the candidate does at their job? Most candidates tend to put generic responsibilities. What you want to see is what their actual contribution to the company was, describe the impact they had on the job, and being able to explain what the job was.

You'll see in the example resume below.

11. **Education**...does the client care? do you care?
    a. Is it a reputable school?
    b. Did they actually graduate?
    c. When?
12. **Consistency & Time Gap**...Does the timing make sense from when they graduated, to their first job? Are they trying to hide something? If you don't know ASK!
13. **Quantifiable - Deep Dive Details**... How detailed is the resume, seeing statistics usually helps with identifying their impact.
    a. "I screen a lot of resumes every day" vs. "I screen over 200 resumes every day"
    b. "I was a top performer at my company" vs. "I brought in $1.5M as the top biller of my company"

Red Flags

Here are some red flags that can help save some time. NOTE: if you're ever on the fence on whether a resume is good or not... CONTACT the candidate and dig a little deeper. Believe it or not, some of the strongest candidates out there, have horrible resume writing skills.

- Missing information, unable to verify the person
  - No web presence...lack of information on LinkedIn
- Inconsistency between LinkedIn and Resume (candidates won't lie in public, but will on their resume)
  - Dates, Titles, & Responsibility do not match up
- Job Hopping - ask if they were contracts, why they left, challenge the candidate, you need to be satisfied with the reasons.
- Timeline Gaps
- Questionable responsibilities (copy and paste from job to job)
- Lack of information or general information for responsibilities
- Location hopping, they graduated from 1 city and worked in different locations multiple times.
  - ASK! Are you remote? Why did you move so much? Where are you now?

Value Add

Being an expert at screening resumes will become one of your value add when working with candidates. Hopefully, the expectation you set was something along the lines of ⋯

"Before we meet, please send me your resume so that I can review it. I'd love to give you some advice on how to best showcase your profile. Regardless if we're successful with this role, hopefully, this advice will benefit you in your future."

Better yet...

"I'll try to give you some feedback so that you can update it before our meeting"

- This is your value add... You're offering a service that will help them outside of your relationship.
- This is what will get your candidates to trust you and answer any questions you may have during the meeting.

IMPORTANT NOTE: If you make any changes on a resume, you must get the candidates permission to use the updated resume. Do **NOT** edit resumes and submit to the client without candidates consent.

Minimum Requirement

This is what you should look out for before submitting the resume to the Account Manager or Client. (Ask the AM how they want the resume formatted)

Here are a few items that you can advise on, or even fix for the candidate.

- [ ] Grammar and Spelling
- [ ] Format
- [ ] Consistency with Public information

When it comes to the content of the resume, I advise not to make any edit. Instead, make detailed notes on what can be improved and share the information with the candidate. Remind them WHY you think it’ s worth spending the time to improve the resume.

- [ ] Contact information...I generally like to see the full name, email, and phone number (at the minimum)
- [ ] Executive Summary
- [ ] Skills Matrix
- [ ] Professional Experience
- [ ] Education

Sample Resume

I often remind candidates, that a good resume should read like everything else...When I read a newspaper I do not read it from start to finish; rather I read headlines, and if it excites me, I'll dig a little deeper. I also don't like big chunks of text; I like seeing breaks (indentation, quick read, highlights, etc.).

Here is a resume that I think is good.

- Contact information
- Web presence
- Professional Summary (Executive Summary)
- Skill Matrix
- Detailed Experience
- Readability at first glance
- No Spelling or Grammar
- Consistent formatting.
- **"Accomplished [X] as measured by [Y], by doing [Z]"**.

Personal Preference, I love seeing "Tech Environment" at the end of each Role. It's a great way to get keywords highlighted multiple time. It paints a reminder and a quick glimpse on the skills he used.

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Professional Summary:

- **12+ years of IT experience in architecture, design and development of applications using Java/JEE, Scala, Spring Boot, Spring Framework, Apache Spark, Kafka and related open-source technologies.**
- **5+ years of systems design and architecture** experience in building enterprise-grade, distributed, highly-available, low-latency, cloud-native and high-volume Web/Restful and big-data applications on cloud platforms.
- **2+ years of hands-on big data experience** technologies like Spark, Kafka, HDFS, Yarn etc using Scala language.
- **2+ years of cloud experience in AWS** in services like S3, EMR , Lambda, CFT, VPC, SG , EC2, ELB, Route53, etc.
- **Design and development of a high volume (2000+ TPS) real-time streaming platform** to consume credit-card authorizations to derive insights and generate alerts to various customer channels using Apache Spark, Kafka , Zookeeper, AWS , etc big-data technologies with Scala language.
- **Design and development of RESTful webservices** to manage user-preferences using Java 8, Spring Boot, Cucumber, Gherkin, PostGres, Docker etc which are containerized, secure , scalable and resilient on AWS cloud platform.
- **Architecture and design of a next generation corporate-banking platform using Microservices architecture** for client management, Balance and Transaction management, loan management , etc by integrating with MDM, enterprise middleware, cloud-based reporting channels , AEM and strategizing transition to AWS.
- Architecture, design and development of a mobile solution for implementing two-factor authentication and a real-time account management channel for corporate clients of a major UK bank.
- Expertise in application infrastructure design, sizing and deployment in on-premise and cloud platforms like AWS.
- Participated in assessing enterprise-level application impact due to regulatory requirements like ring-fencing of banks, events like Brexit,etc.
- Good experience in collaborating with application security consultants and providing application remedies using OWASP guidelines and identifying the patches to the technology frameworks and infrastructure.
- Working knowledge of Murex trading platform in building middle-office and back-office work-flow automation, batch operations and datamart set-up for reporting.
- Team-member of an international transition program for knowledge transfer and off shoring of applications from UK.
- Certified SCJP 6.0 and SCWCD 5.0 Professional. Pursuing AWS Solution Architect Associate and Professional certification.
- Strong expertise in building application frameworks for both front-end and back-end components using SOLID, DRY, KISS, principles.
- Hands on experience in developing applications end to end using Scala, Java, Apache Spark, Kafka, Spring Boot, Hibernate/JPA, Restful WebServices, Redis, AWS, Docker, MongoDB, Cassandra, SQL etc related technologies.

Education & Certification:

- Master of Computer Science, Andhra University 2003, Visakhapatnam, India.
- Certificaions include SCJP 6.0 , SCWCD 5.0

Technical Skills:

Architecture/Design Patterns:	Microservices, Event-driven, REST , SOA , DDD, GoF , J2EE
Big data Technologies:	Apache Spark 2.3 (Structured Streaming, Spark SQL), Apache Kafka, Zookeeper, HDFS
Cloud Technologies:	AWS – VPC, EC2, S3, SecurityGroups, ELB, Route53, CloudFormation, Lambda, EMR
Datastores:	Redis, MongoDB, Oracle 10g
Languages:	Java 6/7/8, Scala 2.11, SQL
Frame Works:	Spring Boot, Spring 3/4, Hibernate, Spring Batch, JMS
Servers:	Oracle 10g and Tomcat7.0
Operating Systems:	RHEL 7 +, Windows 10, Docker
IDEs:	Eclipse3.1, Intellij IDEA 12.x
Domains:	Retail, Corporate and Investment Banking, Security
Monitoring and Alerting:	Splunk, TIG (Telegraf, InfluxDB, Grafana) stack, DataDog, PagerDuty
Continuous Integration:	Jenkins
Agile/Development tools:	Git, Confluence, JIRA

Professional Experience:

CapitalOne / Collabera, Toronto, Canada and Richmond , US **Jan 2018 – till date**
Principal Engineer
Real-time Alerting and Campaign management
It is a strategic real-time streaming platform for consuming the credit-card authorizations and account events to detect frauds, alerts, etc and generate real-time alerts to various channels like e-mail, sms and push notifications. In addition, the platform is used to stream all events to the enterprise streaming platform (running on Kafka) to enable consumers to derive insights into the consumer behavior and build robust business-models and products. The platform enables Data Analysts to build segmentation from various data-sources like Snowflake, Data-lake and run campaigns for customers like credit-limit increase, critical communication, offers, etc.

Responsibilities:

- Work closely with Product-Owners, Platform/Application Architects and Enterprise Architects to develop overall solutions.
- Prepare high level technical design documentation around the major design decisions, application architecture to work with senior management and architecture teams.
- Design and develop application using Scala, Apache Spark's RDD/Structured Streaming , DataFrame/DataSet to ingest data from different sources like FlatFiles, MQ, etc and stream data to Kafka, S3, MongoDB, etc.
- Ensuring application and platform architectural solutions are stable, secure, resilient and compliant with company standards and practices.
- Work in agile methodology to define epics, create user-stories, estimating, designing and delivering MVP to stake-holders.
- Develop Case-Classes, Objects, Companion Objects, traits, etc in Scala. Develop test-classes using Flat-Spec of scala-test library.
- Worked on functional programming paradigms like lambda expressions, pattern-matching, higher-order functions, currying, mixin, etc
- Develop application logic to store main and replica kafka topic offsets in Redis to help recover application during disaster recovery and make application highly available and fault-tolerant.
- Develop Consumers to connect to Kafka using apache-kafka-client library to consume stream data.
- Develop microservices using Java and Spring Boot technologies by containerizing using Docker and deploy them in AWS using CloudFormation, EC2 , SG, ASG, ELB etc services for internal APIs.
- Use Vault(Hashicorp) to secure secrets/passwords and load them in environment variables in EC2 instances during start-up using user-data.
- Enhanced CloudFormation templates to deploy docker containers to EC2 instances and setting up the application load balancer with target-group.
- Develop health-pages and configure them to the target-groups in AWS to detect the health and fail-over/route the traffic to East/West to make the application resilient and highly available.
- Develop acceptance test-cases using Cucumber as the testing framework, Gherkin for expressing user-stories and WireMock for mocking and stubbing web-services.
- Worked on setting-up and modifying the Route53 CNames and IP addresses of EC2 instances.
- Enhanced Chef cookbooks/receipes and deployed them on to enterpise Chef Server using Jenkins.
- Worked on Jenkins to create/enhance jobs to build and deploy applications and also automatically deploy to AWS using

Environment: Java1.8, Scala, Apache Spark Streaming, Kafka, Spark SQL, DataBricks, Snowflake, Redis , IBM MQ, Spring Boot, Docker, MongoDB , Chef, Jenkins, Splunk, Telegraf, InfluxDB, Grafana, DataDog, PagerDuty, Git, AWS services like EC2, S3, CloudFormation templates, lambda, load-balancers, Route 53, ECS, VPC, Security-Groups, etc.

Links to Other Modules

8. Onboarding, Background Checks, & Future Opportunities