

**CV FEEDBACK FORM**

Please rate the candidate’s resume on the below parameters. Enter ‘Yes’ in the column that best suits the parameter description.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parameters** | **Description** | **Good Job** | **Satisfactory** | **Needs Work** |
| Presentation | Easy to read and Attention Getting | sjfdjdvagvashgv |  |  |
| Not over cluttered and has enough white space |  |  |  |
| Uniform Margins and Spacing Used |  |  |  |
| Use of bold, italics and underline is appropriate and highlights relevant information |  |  |  |
| Font size is appropriate (not too small nor too big) |  |  |  |
| Only one or two fonts are used throughout |  |  |  |
| Formatting is consistent throughout |  |  |  |
| Colours are kept to a minimum |  |  |  |
| Format | Headings used for sections are appropriate |  |  |  |
| Format is suited to the industry the candidate is applying to |  |  |  |
| Content is split into appropriate sections |  |  |  |
| Spelling and Grammar | There are no spelling mistakes or typos |  |  |  |
| The sentences are framed properly and grammar is correct |  |  |  |
| Contact Details | All the relevant contact information is present |  |  |  |
| Information is given in the right format |  |  |  |
| Objective | Objective behind the resume is clear |  |  |  |
| It is tailored to the industry and has relevant keywords |  |  |  |
| Content | The text is brief and to the point, bulleted phrases have been used – no wordy paragraphs |  |  |  |
| Formal business language is used – clear and concise |  |  |  |
| Tense throughout the resume is consistent (current for current job, past for previous jobs etc) |  |  |  |
| Personal Pronouns (I, me, myself) are omitted |  |  |  |
| Repetition of information is avoided |  |  |  |
| Wherever possible, the content(especially accomplishments) is supported with quantified examples |  |  |  |
| Length | Length of the CV is appropriate |  |  |  |
| Sequence | The most recent information is written first and rest backwards chronologically |  |  |  |
| All the dates are accurate and there are no gaps left to be explained |  |  |  |
| Content is prioritized in order of importance |  |  |  |
| Education | Education section is complete and well structured |  |  |  |
| Professional Experience | All the relevant information is present and well organized |  |  |  |
| Achievements | They are quantified with relevant numbers, dates wherever possible |  |  |  |
| Section is easy to understand and highlights the right achievements |  |  |  |

Please give an overall feedback of the candidate below along with are any comments on the above points.