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Automated Resume Pre-Screening

Business Requirement Document

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Document Version Control

Version	Date	Description	Author	Reviewed & Approved	Changes
V1.0	24-03-2022	Business Requirement Document	Seshadev Bhoi	Nilanjan Premji	

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Objective

Vision

The objective of this project to build AI resume pre-screening software to eliminate manual paperwork and administrative overheads, streamlining the recruitment journey and finding fast, accurate, cost-effective way to find the right hire.

Goals

In this project we are going to use the technology of Artificial Intelligence. We are going to use a database of resumes. The chosen resumes are shortlisted and rest will be rejected. This will give high efficiency compared to the manual sorting and in result increase productivity of HR Team.

Advantages:

Freeing Up Recruiters Time: On an average, every job post receives about 250 candidate applications. If a recruiter spends about 2 minutes for pre-screening a resume, it is 500 minutes a day. A Resume pre-screening application can do that in approx between 2-5 seconds.

Requirement and Process of Resume Screening

1. Search the resumes based on the jobs minimum qualification and extract weightage of each search criteria.

2. Search resumes based on the jobs' preferred qualification and extract weightage of each search criteria.

3. Screens resume based on the shortlist of candidate you want to move onto the interview phase using scorecard. The purpose of the scorecard is to be able to easily rank each candidate based on the job qualifications and shortlisting the strongest candidates.
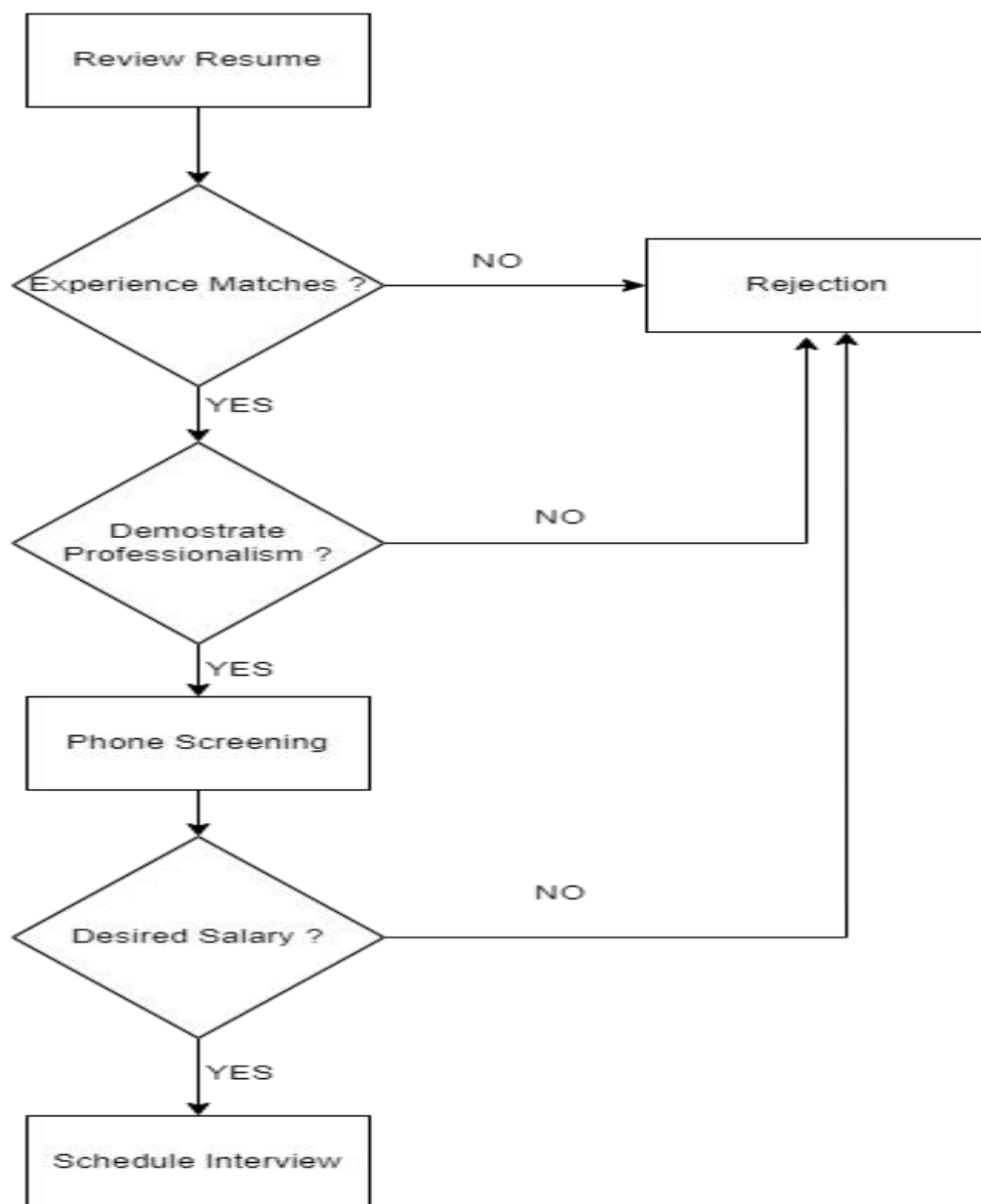
4. Pre-screening should be based on the job roles. For entry-level roles, that might mean certain majors, whereas for a tech position, it might be certain coding languages or for managers it might be more experience including some leadership skills.

5. AI Pre-screening should able to distinguish between the total experience and relevant experience as per the job roles. Should able to identify the related projects that mention in resume based on job profile.

6. AI should able to identify Tier 1, 2, 3 companies for work experience and should able to identify Tier 1, 2, 3 educational institute for educations.

Process Flow Chart

Manual Resume Pre-Screening Process

```
                    ┌─────────────────┐
                    │  Review Resume  │
                    └────────┬────────┘
                             │
                             ▼
              ◇ Experience Matches ? ◇ ──NO──► ┌───────────┐
                             │                 │ Rejection │
                            YES                └───────────┘
                             │                      ▲   ▲
                             ▼                      │   │
              ◇ Demostrate Professionalism ? ◇ ─NO─┘   │
                             │                          │
                            YES                         │
                             │                          │
                    ┌─────────────────┐                 │
                    │ Phone Screening │                 │
                    └────────┬────────┘                 │
                             │                          │
                             ▼                          │
                  ◇ Desired Salary ? ◇ ──────NO─────────┘
                             │
                            YES
                             │
                             ▼
                    ┌──────────────────┐
                    │ Schedule Interview│
                    └──────────────────┘
```

To be Proposed AI Resume Screening
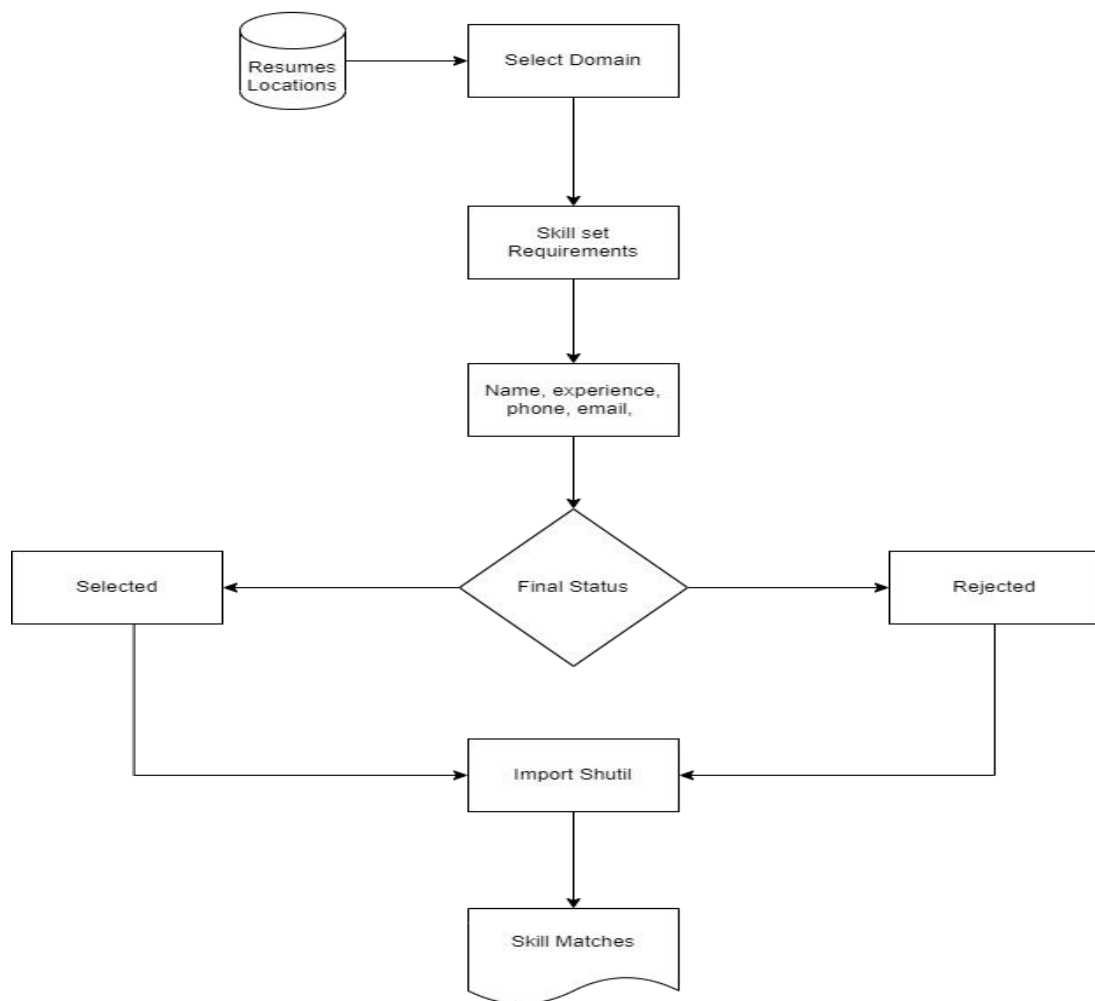
Requiring Data:

- Name
- Experience
- Education
- Domain
- Designation

- Skills (Personal Skills, Professional Skills, soft skills)
- Locations
- Gender
- Age (DOB)

- Current Company Name
  - Current Designation
  - Current company Work Duration

- Past Company 1 Name
  - Past company 1 Designation
  - Past company 1 work Duration

- Past company 2 Name
  - Past company 2 Designation
  - Past Company 2 work Duration

- Past company 3 Name
  - Past Company 3 Designation
  - Past company 3 work Duration

- Past company 4 Name
  - Past Company 4 Designation
  - Past Company 4 work Duration