**Reviewing Resumes Checklist**

Resumes can provide some basic information about a candidate’s employment history, qualifications, and accomplishments. Use the checklist below to make sure you get the most out of the resume review process:

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| **√** | **Did you look for…** |
|  | **Aesthetics/format.** Are all bullets aligned? Are all fonts the same? Does the resume look neat? Resumes should be clean and presentable. Poorly formatted resumes may be a sign of a disorganized or careless applicant. |
|  | **Grammar.** Resumes that include typos or obvious grammar errors may be another sign of a careless applicant. |
|  | **Previous job responsibilities.** Identify previous experience needed for an individual to be successful in the role for which you are filling. Look at the applicant’s past job responsibilities and determine if they are consistent with the requirements of the open position. |
|  | **Job titles.** Are the previous positions held consistent with the requirements of the open position? Did the candidate make realistic career progressions? Some applicants may exaggerate previous job titles in an effort to appear more experienced. |
|  | **Employment history.** Look at the applicant’s tenure with previous employers. Employees that frequently change jobs may become bored and may not be suitable full-time employment. |
|  | **Education.** Some applicants list institutions attended, even if a degree was not obtained. Look at whether or not a degree was earned and see if the applicant provided his or her GPA. |
|  | **References.** Did the applicant list references on their resume? Did the applicant indicate that references will be furnished upon request? |