

## Tips for Evaluating Resumes

- **Be wary of the functional resume.** A functional resume usually has no dates, only descriptions of experience and qualifications. The applicant who writes such a resume could well be right for the job, but functional resumes are often written by applicants who have been excessive job jumpers, or else have been out of work for a considerable length of time.
- **Watch out for trivia.** A resume that is "puffed-up" with trivia (sports interests, hobbies, etc.) may be a sign that the applicant is weak in experience and skills. It could also mean the applicant won't have enough time for the job.
- **Beware of qualifiers.** Many resumes are filled with phrases like, "knowledge of...", "assisted with ...," "had exposure to ..." Don't confuse these qualifying descriptions with hard hands-on experience.
- **Don't be misled by a lengthy education section.** Applicants who lack appropriate education often beef up their background with lengthy (and often meaningless) descriptions of special courses and seminars.
- **Be sensitive to sour grapes.** If the resume leads you to believe that the applicant is bitter about past jobs, tread with care. If anger shows through in a resume, it can easily surface on the job.
- **Don't excuse sloppiness.** An applicant who isn't astute enough or doesn't care enough to make the resume letter-perfect is not generally a good bet to be conscientious on the job.
- **Don't read more into a resume than is already there.** You can usually assume that what is left off a resume is a skill or quality that the person doesn't have.
- **Look for evidence that shows a willingness to work.** This quality may not be easy to detect from a resume, but if you find it, consider the applicant very carefully. Hard workers are not easy to find.
- **Let a technical specialist do the technical screening.** Check with a specialist in the same field as the position being staffed. They can often tell, on the basis of a resume alone, which applicants should be eliminated from consideration.
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- **If possible, use a rubric to evaluate resumes.** Rubrics provide an objective evaluation tool and a quantitative measure rather than a qualitative review of the resume or CV.

