How to Evaluate Resumes and/or Applications

An easy way to select applicants to proceed to the next step is to put them into three categories while evaluating them, Yes, No, and Maybe. The Yes applicants will need to possess all the skills and education that are required in the job description. The Maybe applicants will need to possess most of the skills and education that the job description states while still meeting the minimum qualifications. The No applicants are those who do not meet the minimum qualifications.

Here are some items you may want to consider:

**General**

- Does the candidate meet the minimum education and experience requirements?
- Are the candidate’s skills and/or accomplishments consistent with the job requirements?
- What was the candidate’s salary in his/her last position? How does it compare with our hiring range?

**Experience**

- Does the candidate include dates and position held for each organization?
- Are there any breaks in service? If so, what are the reasons?
- What are the reasons the candidate gives for leaving each position?
- Has the candidate ever been promoted?
- Has candidate worked for a number of organizations? Consider the length of service at each organization.
- Has the candidate’s career demonstrated progression of knowledge, skill and/or responsibility?
- What are the relevant skills and accomplishments that the candidate has to offer?
- Does the candidate include paid (including military), volunteer, intern, and/or co-op experience?